

# **WinPLUS User's Guide**

## **Version 2.4**

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**Guide for reporting data for the Public Libraries Survey, FY 2002 under The Federal-State Cooperative System (FSCS) for Public Library Data**

**November 2002**

National Center for Education Statistics (NCES)

U.S. Census Bureau

U. S. National Commission on Libraries and Information Science (NCLIS)



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# 1 INTRODUCTION

## 1.1 Background of the Federal-State Cooperative System (FSCS) for Public Library Data

The U. S. Department of Education's National Center for Education Statistics (NCES), established in 1965, is the primary federal entity for the collection, analysis, and reporting of educational statistics in the United States. In 1985, a pilot project to collect public library data from 15 of 50 states was developed cooperatively by NCES and the American Library Association (ALA) and jointly funded by NCES and the U.S. Department of Education's Library Programs office (LP). The resulting report recommended expansion to all 50 states and the District of Columbia. A task force was formed, with the goal of developing a comprehensive national system of data on the status of public libraries in the United States. The legislative mandate for collecting public library statistics was included in the Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (PL 100–297), section 406, subparts a to g, which mandated the development and support of a voluntary Federal-State Cooperative System (FSCS) for the annual national collection and dissemination of public library data.

Under the current FSCS, State Data Coordinators appointed by the Chief Officers of State Library Agencies (COSLA) submit data for NCES's annual "Public Libraries Survey" for the universe of over 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. NCES releases an annual data file (the only national database on public libraries) and survey report based on the survey. Federal, state and local officials, as well as professional associations, researchers, educators, and local practitioners use the information for planning, research, evaluation, and policymaking decisions. NCES works closely with the State Data Coordinators, COSLA, the National Commission on Libraries and Information Science (NCLIS), ALA, the Institute of Museum and Library Services (IMLS), and the U.S. Census Bureau (the data collection agent for NCES) in the design and conduct of the survey.

## 1.2 Development of Survey Software

FSCS was the first national NCES data collection in which the respondents used survey software to enter, edit, and tabulate their data before submitting it to NCES. The history of software development is summarized below by the fiscal year (FY) of data collection.

- FY 1988—DECTOP (Data Entry Conversion Table Output Program), a personal computer (PC) software package for States to use in collecting individual public library data and generating statistical tables, was developed. DECTOP collected information about public library staffing, service outlets, operating income and expenditures, size of collection, and service measures such as reference transactions, interlibrary loans, circulation, and public service hours. DECTOP utilized Borland/Ashton-Tate's dBASE IV and Nantucket's Clipper database applications.
- FY 1989—PLUS (Public Library Universe System), another PC software package to collect data for the public library universe, including identifying information for individual public libraries and their outlets, was developed.
- FY 1992—DECPLUS, a merger of DECTOP and PLUS, was introduced to reduce respondent burden and improve the edit check process.
- FY 1997—WinPLUS, a windows-based version of DECPLUS, was introduced in partially functional form. A fully operational DECPLUS was also provided.
- FY 1998—WinPLUS was fully operational and replaced DECPLUS.

- FY 1999—WinPLUS 2.1 was revised to allow the user to perform the matching routine separately from the import operation. A file export option was also added in response to user request.
- FY 2000—There were no revisions to the WinPLUS software.
- FY 2001—There were no revisions to the WinPLUS software.
- FY 2002—The revisions to WinPLUS 2.4 are summarized in the next section.

### 1.3 Revisions to WinPLUS 2.4

<b>WinPLUS Version 2.4 (FY 2002 data)</b>	<b>WinPLUS 2.3 (FY 2001 data)</b>
<b>Import Process:</b>	
The Import Specifications were revised due to survey changes. See Appendices B and C.	N/A
<b>Match Routine:</b>	
A check was added for Geographic Code changes to Administrative Entities.	N/A
Outlet Type Code was added as one of the criteria for an automatic match of Outlet records.	N/A
<b>Administrative Entity Screen:</b>	
Data Element 7A—Web Address of Administrative Entity (new).	Data Element 13—Web Address of Outlet was collected.
Data Element 7B—Fax Number of the Director (new).	N/A
Data Element 7C—E-Mail Address of the Director (new).	N/A
Data Element 34—Library Materials in Electronic Format (relocated/definition revised)	Data Element 46—Library Materials in Electronic Format was collected.
Data Element 49—Internet Use Code (deleted).	Data Element 49—Internet Use Code was collected.
<b>Outlet Screen:</b>	
New Data Element 11—Square Footage of Outlet (new).	N/A
Data Element 13—Web Address of Outlet (deleted).	Data Element 13—Web Address of Outlet was collected.
<b>Edit Checks:</b>	
New Current-Year edits were added, and the order of the edits was also modified. See Appendix G.	N/A
New Historical edits were added, and others were revised. See Appendix H.	N/A



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## 2 GETTING STARTED

### 2.1 WinPLUS Package Contents

The WinPLUS package includes this User's Guide and a cover letter.



The WinPLUS software and state data files are available as follows:

- as an Internet download (see section 2.5 for instructions), or
- on compact disc (CD) *only* if you are unable to download the software and state files via the Internet. Please contact Cynthia Ramsey or Maria Polcari (PLS Census staff) at **govs.pls@census.gov** for the CD version, if necessary.

The state database includes the following: (1) the previous year's administrative entity and outlet data, (2) the current-year templates for state characteristics data, administrative entity data, and outlet data, and (3) the historical tracking data for administrative entities and outlets.

### 2.2 Computer System Requirements

To function properly, WinPLUS *must* be installed on a personal computer running Windows 95, Windows 98, or Windows NT. If you are unsure of your system setup, please consult your local technical support staff, or contact the PLS Census staff at **govs.pls@census.gov**. In addition, Appendix J—Glossary of Terms may be helpful.

### Hardware Requirements

- IBM Compatible 32 bit Personal Computer running Windows 95/98 or Windows NT version 4.0 or higher (A Pentium is recommended.)
- 16 Meg of RAM (32 Meg recommended)
- An HP Series II or compatible laser printer
- VGA monitor or better

### Internet Requirements

- Access to the Internet for downloading/uploading
- Recent Browser (i.e., Internet Explorer or Netscape)
- FTP (File Transfer Protocol) capability

## 2.3 User Requirements

The WinPLUS software does not require an advanced level of personal computer expertise but does require the user to have a basic knowledge of how to use a personal computer running Windows.

## 2.4 Conventions for User's Guide and WinPLUS Screens

In the WinPLUS software, windows or boxes pop up on preexisting or blank screens. Typically, the window offers a list of items, such as libraries, for selection by scrolling. Use the PgUp or PgDn keys, or mouse and scroll bar, to move from one selection to another. WinPLUS highlights your current selection. Press Enter to finalize your current selection.

Scrolling options are used in windows to move the cursor as follows:

- <Tab> Accepts data that the user has just typed for the current data element and moves forward to the next data element.
- <Page Up> When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
- <Page Down> When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

## 2.5 Installing WinPLUS

The WinPLUS software may be downloaded from the Internet. If WinPLUS 2.3 is currently installed, the user can choose the "Software Upgrade Installation" option. Users with no version of WinPLUS or one prior to WinPLUS 2.3 must choose the "Full Software Installation" option.

**Download WinPLUS software or upgrade and the state data file from the Internet**

WinPLUS and your state data file are available from the Internet through the U.S. Census Bureau's World Wide Web (WWW) site and can be downloaded following the instructions below.

- Using a Web browser, point to <http://www.census.gov/govs/www/pls.html> address
- Download the software archive you need by clicking on the appropriate selection.
- If a file download box appears with a default "Save this program to disk" option highlighted, select the **OK** button. (This message is dependent on the type of Web browser.)
- When the "Save As" box appears, be sure to note the directory where the installation file will be saved and select the **Save** button.
- Page down to the "State Data Files" drop down list to select the state's data archive, and follow the "Save As" instructions above.
- If your Web browser gives you the option of a "binary" or "ASCII" download, choose "binary".
- If the browser asks whether to "Open it" or "Save to Disk", choose "Save to Disk".

Note: If you need assistance using the Internet, consult either your system manager or contact the PLS Census staff at (800) 451-6235 or at [govs.pls@census.gov](mailto:govs.pls@census.gov).

**Software Upgrade Installation for WinPLUS**

- From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
- Double click on the filename *winplus24upgrade.exe*.
- Read the opening message and select the **OK** button.
- Verify that the Unzip To Folder contains the currently installed version of WinPLUS.
- Select the **Unzip** button.
- Answer **Yes** to Overwrite file?.  
**Note: If the message "Overwrite file?" does NOT appear, WinPLUS is not installed on this computer, and the user should go to the 'Full Software Installation' instructions, or the software is located in a different directory.**
- Select **OK** and then **Close**.
- Proceed to 'Extract the State Data File' instructions below before using WinPLUS.

**Full Software Installation**

First, **UNINSTALL** any version of WinPLUS as follows:

- Open the Control Panel (Start | Settings | Control Panel)
- Double-click the Add/Remove Programs icon
- Select WinPLUS from the list
- Click the Add/Remove button
- Click the Yes button to remove the old software
- Click the Remove None button when prompted about uninstalling shared files.

Note: Your local technical support staff can provide assistance with this.

### Installing the WinPLUS Software

**IMPORTANT**—If the computer is run on Windows NT or Windows 2000, the installer **MUST** have administrative rights. If you do not have administrative rights, have the WinPLUS software installed by your technical support staff. It is also a good idea to close all other applications before installing WinPLUS:

- From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
- Double-click on the filename, *winplus24install.exe*.
- Select the **Setup** button and the application will state *Copying files please stand by*.
- Once all files are copied, you will get a system message stating:  
*Welcome to the WinPLUS 2.4 Installation program. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.*
- Choose **OK** to continue Setup.
- By default, “WinPLUS” Setup will install the software in **C:\PROGRAM FILES\WINPLUS**. You have the option to override this default directory, but it is recommended that you **DO NOT**. However, if you opt to change the default location, be sure to substitute that location for all **subsequent** references to **C:\Program Files\WinPLUS**.
- Click on the **Computer** button to install the “WinPLUS” software.
- A box will appear stating “Installing Data Access Components” while Microsoft Data Access Components 2.1 are automatically installed.
- Once the Data Access Components are installed, you will return to the WinPLUS 2.4 setup.
- You may get one or more Version Conflict boxes stating: *A file being copied is older than the file currently on your system. It is recommended that you keep your existing file...etc., etc. Do you want to keep this file?* **ALWAYS** respond **YES** to this question.
- Eventually you will get “WinPLUS 2.4 setup was completed successfully.”
- Choose **Ok**.
- Proceed to ‘Extract the state data file’ instructions below before using WinPLUS.

### Extract the State Data File

- From Windows Explorer, select the directory containing the previously downloaded state archive.
- Double click on *winplusstmdb.exe* (where “**st**” is your 2-character state abbreviation).
- Change the destination of the *Unzip To Folder* to the directory you will want your state data file to reside.
- Select the Unzip button.
- The state data file, **fscs\_ST\_FY2002.mdb** will be automatically extracted.

This completes the installation of the WinPLUS 2.4 System. The self-extracting archives (i.e., *winplus24install.exe*, *winplus24upgrade.exe*, and *winplusstmdb.exe*) are no longer needed and may be deleted to save space.

## 3 OVERVIEW OF WinPLUS

### 3.1 WinPLUS Sequence

In general, WinPLUS uses the following sequence:

1. Data entry, either by importing the data from an external file (using WinPLUS Main Menu option 'Import'), or by keyboard data entry (via WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'). For more information, see section 5.2—Import and section 5.5—View/Update Administrative Entity or Outlet Records.
2. Review of edit checks and other reports of the data using the following tools:

The 'Edit Checks (Current-Year and Historical)' option on the WinPLUS Main Menu generates a complete edit report for all libraries. A single-library edit report can be generated from the Main Menu option 'View/Update Administrative Entity or Outlet Records'.

The 'Report of Mismatched Records' and 'Create Tables and State Summary Data' options on the WinPLUS Main Menu, which generate a list of unmatched records, single library tables, state tables, and state summary data.

The edit checks and other reports are discussed in detail in sections 5.4, 5.8, 5.9, and 5.10.

3. Submission of your final data. The instructions for a complete data submission are provided in section 6—Prepare File for Submission.

#### FSCS ID#

Administrative entities have unique FSCS ID #s that conform to the XX#### numbering scheme, where XX is the two-letter State abbreviation and #### is a WinPLUS-generated number. Outlets are given the same FSCS ID# as their 'parent' administrative entity, plus a unique 3-digit suffix identifying the outlet. Identifying information on administrative entities is included on the administrative entity file and the outlet file.

### 3.2 Historical Tracking

For administrative entities and outlets, an historical tracking feature records official name and address changes and structural changes such as library closings, new libraries, and the merging of libraries as the user enters data. Changes to an administrative entity's geographic code (data item 7H) will also be tracked in the historical database.

WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records' is used to view or make changes to pre-existing records. WinPLUS Main Menu options 'Administrative Entity Structure Changes' and 'Outlet Structure Changes' are used to make structural changes to administrative entity or outlet records.

### 3.3 Valid Entries Only

Invalid entries are not permitted during data entry. WinPLUS software uses a –2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

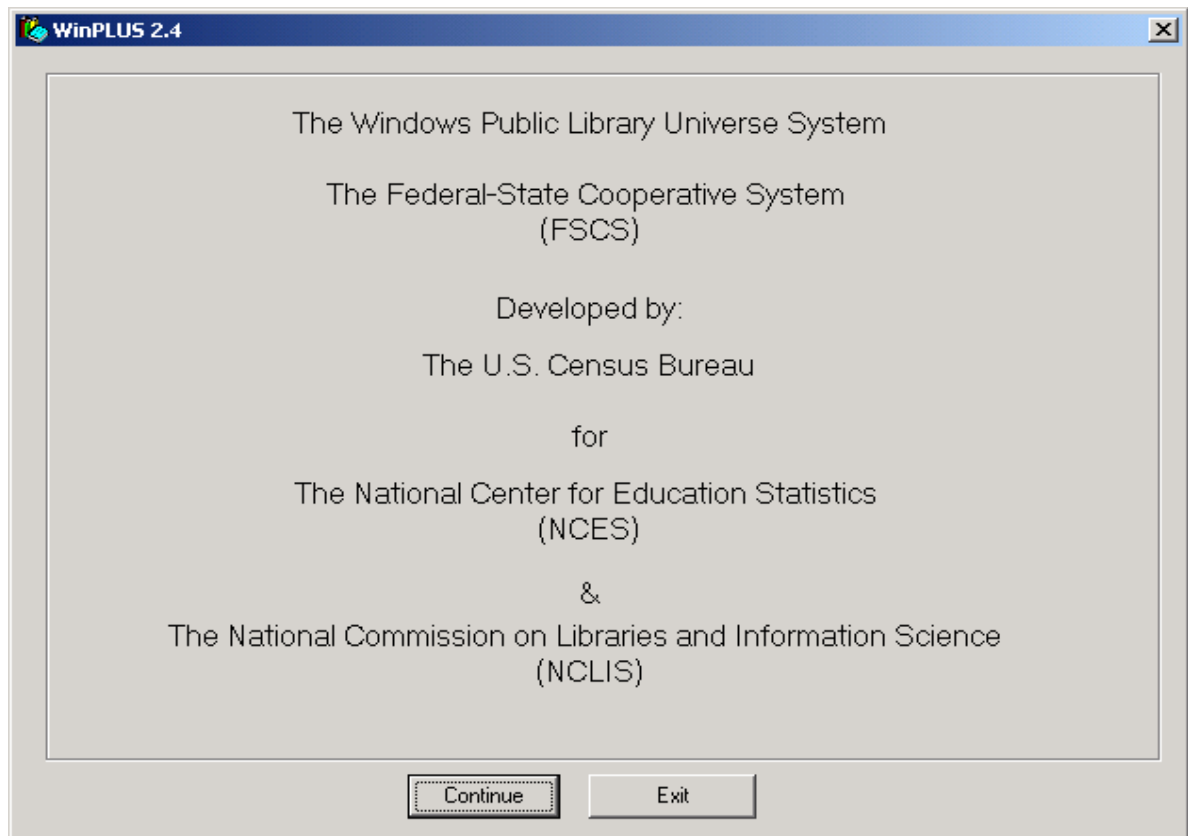
-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

## 4 STARTING WinPLUS

To start WinPLUS, click the 'Start' button in Windows, then 'Programs', and choose WinPLUS.

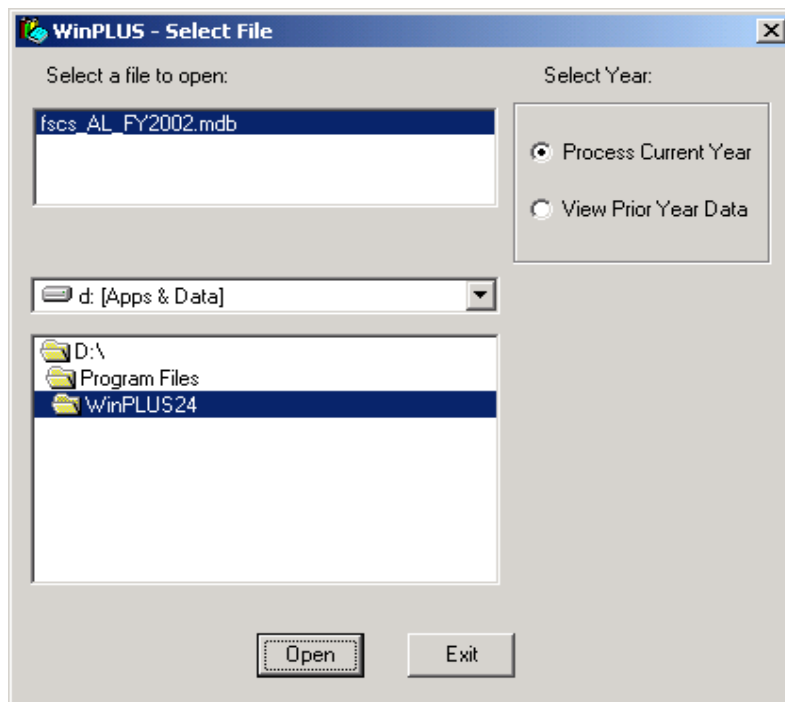
### 4.1 Introductory Screen

WinPLUS greets the user with the following introductory screen. Choose 'Continue' to go to the next screen. 'Exit' will close WinPLUS.



## 4.2 Select Data File

A screen appears that lists your state file (**fscs\_XX\_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2002 for the current data collection). The user can select **Process Current Year** or **View Prior Year Data**. Normally you would select the current-year file. After selecting the file, choose 'Open' to continue or "Exit" to return to the WinPLUS Main Menu.



### Current-Year File (Fiscal Year 2002 Reporting Period)

The current-year file is a 'template' file that contains records for administrative entities for all public libraries in your state. The template file contains prior-year data (i.e., fiscal year 2001 data) for items 1 through 7, 7D through 7H, 47, and 48 because this information is not expected to change annually. The user should update any data that has changed. The remaining items (i.e., 7A through 7C, 8 through 45, and 50 through 52) have -2s in the data cells, and the user should provide data for fiscal year 2002 for these items.

### Data File Names

WinPLUS administrative entity files are part of the state database (**fscs\_XX\_FYZZZZ.mdb**). In this manual, file names will commonly use 'XX' to represent the two-letter state abbreviation. Substitute your state abbreviation for XX, such as 'AL' for Alabama.



### 4.3 State Characteristics Data

When the user selects the current-year data file, WinPLUS automatically displays the State Characteristics data entry screen. (See Appendix D—State Characteristics Data Element Definitions). Items 01 and 02 automatically display your state's name (Alabama in this example) and the FSCS Submission Year (the year in which the data are submitted to NCES). **The user enters data for Reporting Period Starting Date, Reporting Period Ending Date, Official State Total Population Estimate, and Total Unduplicated Population of Legal Service Areas.**

WinPLUS 2.4 - State Characteristics   Alabama   FY-2002

01 Alabama State Characteristics

02 FSCS Submission Year 2003

03 Reporting Period Starting Date (MM/YYYY):

04 Reporting Period Ending Date (MM/YYYY):

05 Official State Total Population Estimate:

5A Total Unduplicated Population of Legal Service Areas:

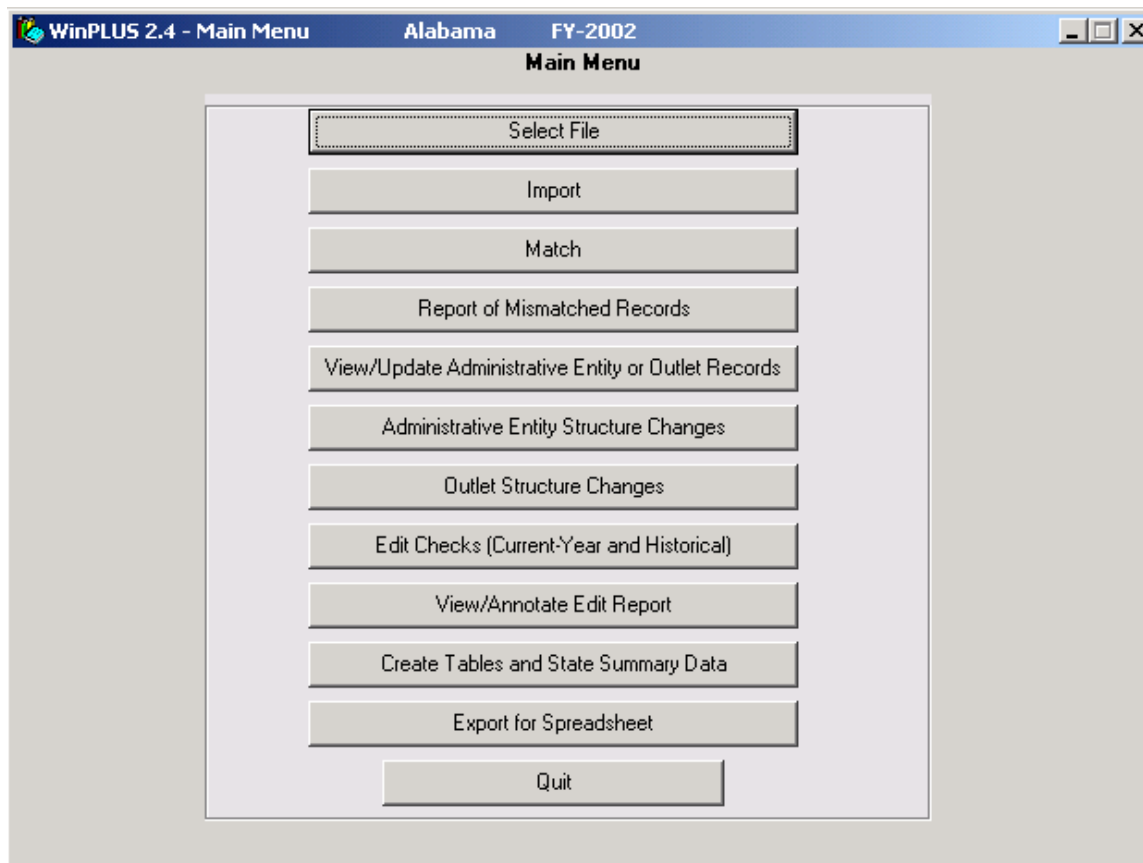
Continue   Exit

The cursor is on the **highlighted** data entry field for data element 03—Reporting Period Starting Date. ***The Reporting Period for this data submission is fiscal year 2001–2002.*** Enter the data and then press the Tab or ENTER key to go to the next item. The data are automatically saved in the database when you select the 'Continue' button, and the next screen, the WinPLUS Main Menu, is then displayed.



## 5 WinPLUS MAIN MENU OPTIONS

After the user selects the current-year data file and enters the state characteristics data, WinPLUS automatically displays the Main Menu that has 12 options, as shown below. From the WinPLUS Main Menu, the user can select any of the menu items by clicking on the option. Each of these options is discussed in detail on the following pages.



### 5.1 Select File

WinPLUS automatically enters this function when starting up (see section 4.2—Select Data File). You will only need to use this option if you wish to select a different data file than the one you selected when you started WinPLUS, or if you wish to access the state characteristics data (reporting period starting and ending dates, official state population estimate, and total unduplicated population of legal service areas).

From the 'Select File' screen, you may select 'Process Current Year' or 'View Prior Year Data'. The database is listed under 'Select A File to Open' and is named **fscs\_XX\_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2002 for the current data collection). After selecting a file, choose 'Open'.

When you are ready to enter your current-year data, you may use one of two methods: direct data entry via the keyboard, or data import from an external file. Select 'View/Update Administrative Entity or Outlet Records' from the WinPLUS Main Menu if you choose to enter your data directly. If you choose to import your data, see section 5.2—Import, for instructions.



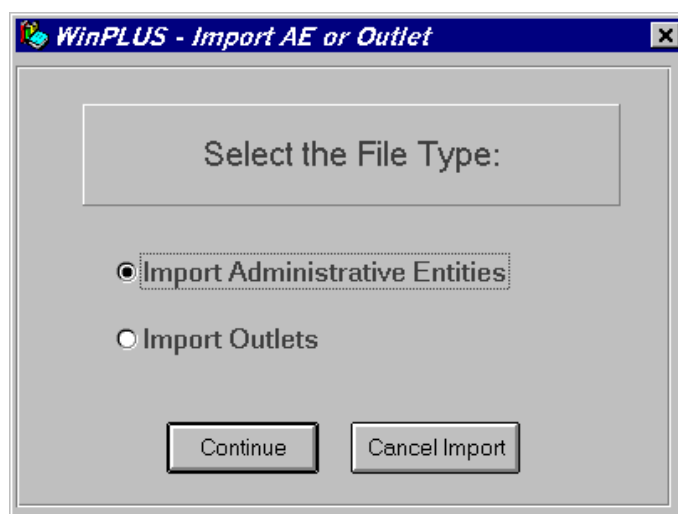
## 5.2 Import

### 5.2.1 Overview of Import

WinPLUS performs an automatic "Read and Validate" routine (discussed in section 5.2.3) during the import process to make sure the data are formatted correctly. The user cannot make changes to the data during this routine. Import files must conform exactly to the specifications provided in 'Appendix B—Administrative Entity Import File Specifications' and 'Appendix C—Outlet Import File Specifications'. If you are unable to import successfully, please contact the PLS Census staff by phone at (800) 451-6235 or by e-mail at [govs.pls@census.gov](mailto:govs.pls@census.gov). Please keep a copy of the original import file for Census to review.

### 5.2.2 Selecting the Type of File to Import

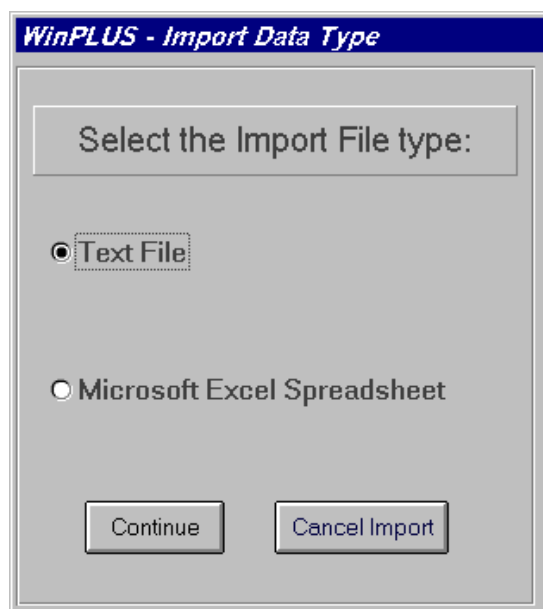
Administrative entity and outlet files can be imported into WinPLUS. WinPLUS imports them in sequence, not simultaneously. To initiate an import, choose 'Import' from the WinPLUS Main Menu. A screen asking the user to select the type of file to import is displayed:



#### Selecting the File Type

Choose 'Import Administrative Entities' or 'Import Outlets' depending on the type of file you plan to import. Choose 'Continue' to start the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.

If the user chooses 'Import Administrative Entities', a menu is displayed with two available file formats for administrative entities: 'Text File' and 'Microsoft Excel Spreadsheet'. Select the type of file that you will import into WinPLUS and choose 'Continue' to proceed with import, or choose 'Cancel Import' to return to the WinPLUS Main Menu. **(Note: If the user chooses 'Import Outlets', the only option is 'Text File'. See the section below entitled 'Using the Macro Facility to Convert (Export) Excel Spreadsheets to Text Files' if you need to convert an outlet Excel spreadsheet to a text file that you can import into WinPLUS.)**



### Microsoft Excel Spreadsheet Format

WinPLUS supports the import of a Microsoft Excel Spreadsheet that is compatible with the administrative entity import file specifications (see appendix B). **When importing an Excel spreadsheet, you must have a row of labels at the top of the spreadsheet. Otherwise, you will lose one data record because the first row gets dropped during import.**

If you experience any problems importing the spreadsheet, use the macros provided with the WinPLUS installation package. These macros create ASCII flat (text) files from Excel spreadsheets. **WinPLUS\_Macros.xls** contains the macros and is located in the same directory as the WinPLUS software.

### Using the Macro Facility to Convert (Export) Excel Spreadsheets to Text Files

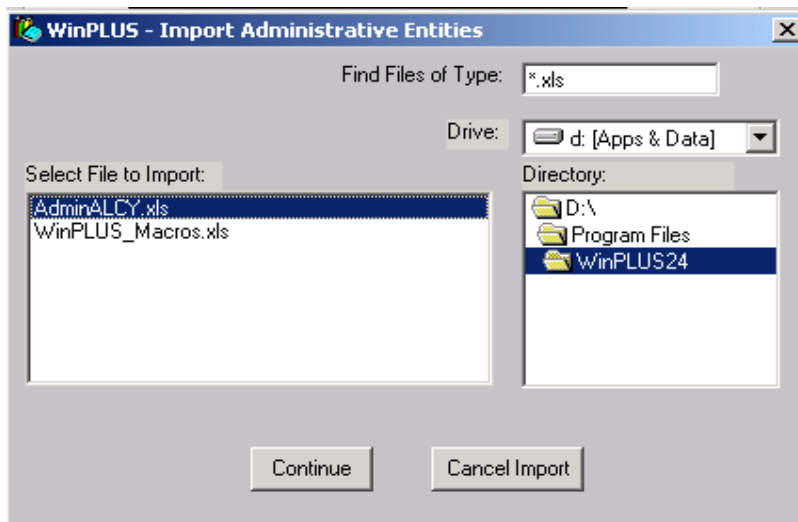
- Open WinPLUS\_Macros.xls and choose to Enable Macros.
- Open the spreadsheet containing data to be converted (exported) to a text file. (The file must be open.)
- Select Tools, Macro, and Macros... to see a dialog box containing the macros named 'WinPLUS\_Macros.xls!Export\_Administrative\_Entities' or 'WinPLUS\_Macros.xls!Export\_Outlets'.
- Highlight the appropriate macro name and click on 'Run' to start the macro.
- Navigate through the message boxes until you reach the final one that tells you the name of the text file just created. Import this text file into WinPLUS.

### ASCII Flat File Format

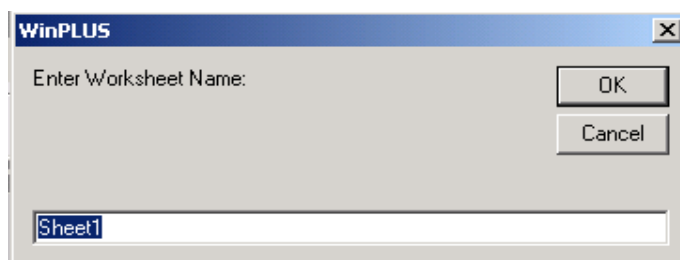
ASCII flat files can be used to import administrative entities and outlets provided they conform exactly to the administrative entity and outlet import file specifications (see appendices B and C). The ASCII file name can be any legitimate WINDOWS name with any extension (.TXT is most common for text files). The administrative entity ASCII flat file can contain only administrative entity records; outlet records must be removed. Conversely, the outlet ASCII flat file can contain only outlet records; administrative entity records must be removed. Columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.

### 5.2.3 Read and Validate

After the user selects the import file type and format, WinPLUS will display a screen that asks for the drive where the file is located and the data file name.

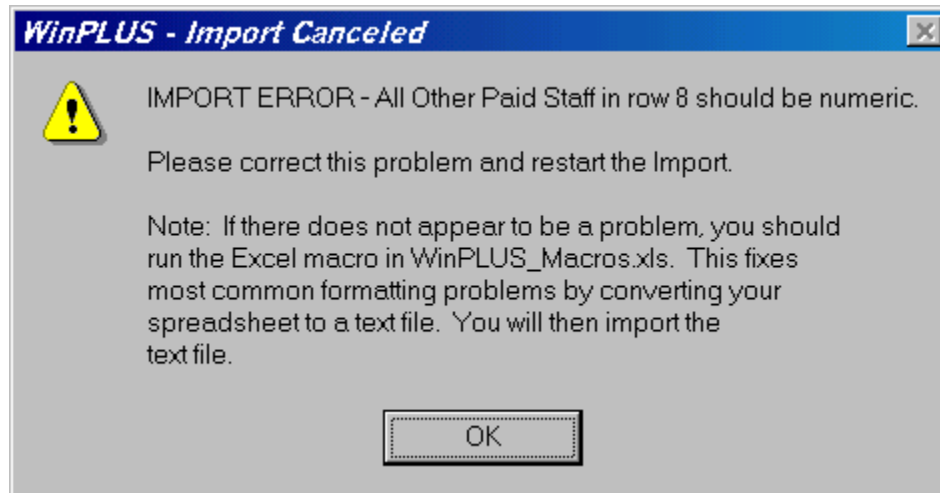


If you are importing administrative entities using an Excel spreadsheet, WinPLUS will ask you to enter the worksheet name. The default name is 'Sheet1'. If you have given your worksheet a different name, enter the name.



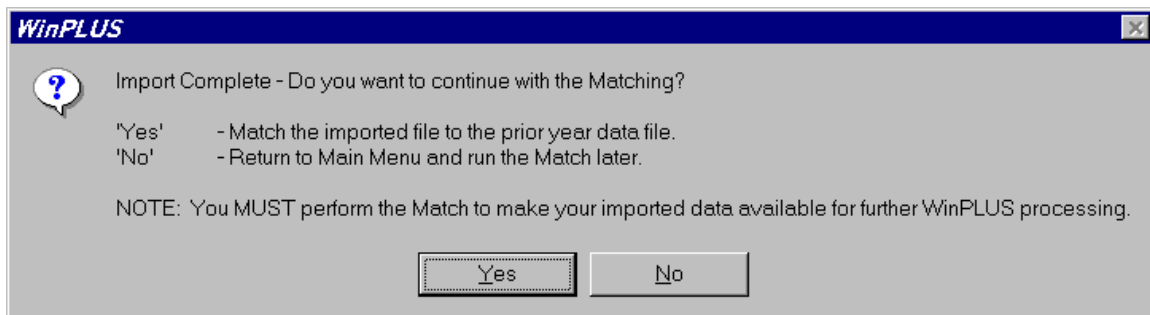
After the user has selected the type and format of file to import, the import begins. First, WinPLUS automatically opens the import file and 'reads' (copies) the data within it to a temporary WinPLUS table. For ASCII text files, WinPLUS then validates the data against the administrative entity import file specifications or the outlet import file specifications (see appendix B or C, respectively). While reading and/or validating the import file, WinPLUS will display the message "Reading Rec #...", showing WinPLUS's progress.

Note: The 'Read and Validate' process does not change the original import file. If you are experiencing problems with importing your administrative entity file in Excel, your spreadsheet probably does not match what WinPLUS is expecting. If you receive a pop-up message that the import was canceled due to an 'IMPORT ERROR', (see following screen), see "Using the Macro Facility to Convert (Export) Excel Spreadsheets to Text Files" in section 5.2.2 to convert your Excel spreadsheet to a text file that you can import into WinPLUS.



### 5.2.4 Import Complete

At the completion of importing, you have the option of (1) continuing with the matching routine, which matches current-year records against prior-year records, or (2) returning to the Main Menu and running the matching routine later. Select 'Yes' to continue with matching or 'No' to return to the Main Menu.

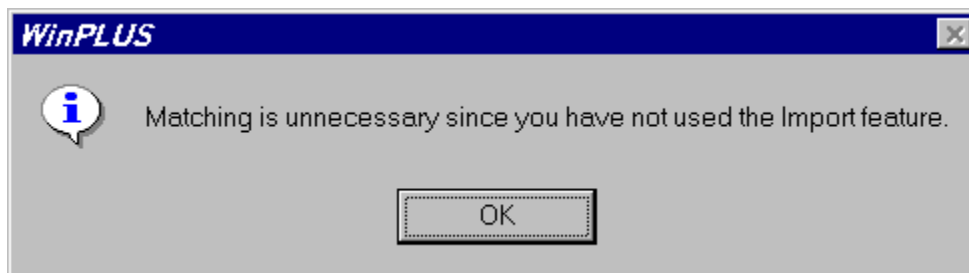




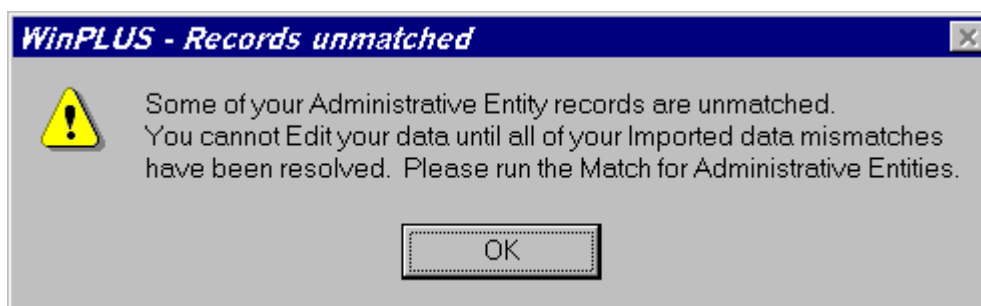
### 5.3 Match (Used with Imported Data Only)

The 'Match' option, used with imported data only, follows the 'Read and Validate' import routine. If you did not run the Matching Routine at the completion of importing your data, you must run it via the 'Match' option on the Main Menu. Please note the following:

- The 'Match' option on the Main Menu will not run if: (1) you did not import your data (i.e., you performed direct data entry), or (2) your data were not imported successfully. In either case, you will receive the following message if you select the 'Match' option on the Main Menu:



- The 'Edit Checks (Current Year and Historical)' option on the Main Menu will not run if you imported data but did not run the matching routine. If you try to run the edit checks, you will receive a message prompting you to run the "Match" feature:



- If you select the 'Match' option from the Main Menu, you will be prompted to begin matching on administrative entities (A) or outlets (O). **To complete the matching process, you must match on administrative entities (A) and on outlets (O).**

The 'Match' feature consists of four steps:

1. Key information (e.g., NAME, LIB ID#, etc.) from the prior-year data is compared to the import data to match as many records as possible;
2. WinPLUS records official name and address changes;
3. WinPLUS runs the 'Structure Change' routine. This allows the user to resolve any records on the import file that have not been matched to the prior-year file and any records on the prior year file that have not been matched to the import file; and
4. WinPLUS verifies any changes in Geographic Code.

Once records are matched, they are moved to the administrative entity or outlet database.

### 5.3.1 Matching Routine

This routine attempts to match records from the current-year import file against records from the prior-year file. WinPLUS completes two types of matches, an automatic match and a conditional match, on imported files. The Matching Routine for Administrative Entity import files and Outlet import files are discussed separately in the next two sections. **Note: You do not need to complete the Matching Routine in one session, but you must complete it before proceeding with any other WinPLUS operations.**

#### 5.3.1.1 Matching Routine for the Administrative Entity File

1. The following conditions constitute an **automatic match** of administrative entity records on the import file and the prior-year file:
  - WinPLUS checks records to see if the LIB ID# and NAME (of library) on the import file exactly match the data on the prior-year file. If *both match*, the records are considered an automatic match, and the FSCS ID# is used.
  - If WinPLUS can match *only one* of these data elements on the import file and the prior-year file, the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP, or PHONE. If this condition is met, the record is considered an automatic match.
2. A match on *only one* of the six data elements described above constitutes a **conditional match**.

The criteria for automatic and conditional matches are summarized below:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	ADDRESS, CITY, ZIP, PHONE
Automatic Match	Yes	Yes	None
	Yes	No	Any 2 of the 4
	No	Yes	Any 2 of the 4
Conditional Match (i.e., prompts user for match)	Yes	No	None or any 1 of the 4
	No	Yes	None or any 1 of the 4
	No	No	Any 1 of the 4

In a conditional match, WinPLUS displays both administrative entity records on a 'split-screen' and prompts the user to confirm whether there is a specific library record match. In the following example, the LIB ID# and only one of the other four variables match, so this is a conditional match. (Note: The FSCS ID# is not displayed on the current-year side of the data matching screen, as it is considered premature to include it on the current-year record at this point.)

WinPLUS - Match Alabama FY-2002

DATA MATCHING - ADMINISTRATIVE ENTITY

Prior Year Data

LIB ID #: 100-001 FSCS ID #: AL0002

NAME: ARLEY PUBLIC LIBRARY

ADDRESS: P.O. BOX 146

CITY: ARLEY

ZIP 1: 35541 ZIP 2: 0146

PHONE: (205)-387-0129

GEOCODE:

Current Year Data

LIB ID #: 100-001

NAME: ARLEY LIBRARY

ADDRESS: P.O. BOX 146L

CITY: COLUMBIA

ZIP 1: 38888 ZIP 2: 7878

PHONE: (205)-387-0129

GEOCODE:

Import Conditional Match

Matched on field: LIBID

Are these two records for the same library (Y/N)?

Choose 'Cancel' to quit Match.

Y

OK Cancel

After a conditional match is found, the user types 'Y' to accept the match or 'N' to reject it. The record is then updated with the new information and WinPLUS moves on to the next record. Select 'Cancel' to return to the WinPLUS Main Menu.

Note: Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, WinPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior-year record.

The matching routine is **not** case sensitive. A library name entered in upper-case letters (e.g., 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e.g., 'Main Library').

Before continuing to the next record, WinPLUS checks for name and address changes from the prior-year record to the import record just matched (whether an automatic or conditional match).

### 5.3.1.2 Matching Routine for the Outlet File

1. The following conditions constitute an **automatic match** of outlet records on the import file and the prior-year file:
  - WinPLUS checks records to see if the LIB ID#, NAME (of library), and Outlet Type Code on the import file exactly match the data on the prior-year file. If *all three match*, the records are considered an automatic match and the prior year FSCS ID# is used.
  - If WinPLUS can match *only two* of these data elements (the LIB ID# and Outlet Type Code), the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP or PHONE. If this condition is met, the record is considered an automatic match.
  - If WinPLUS can *only match* the NAME (of library) and Outlet Type Code, the matching routine also attempts to match *any two* of the following data elements: ADDRESS, CITY, ZIP or PHONE. If this condition is met, the record is considered an automatic match.
2. A match on *only one* of the six data elements described above constitutes a **conditional match**. The Outlet Type Code is not used for a conditional match.

The criteria for an automatic and conditional matches are summarized below:

DATA MATCHING ACTION	LIB ID#	NAME (of Library)	OUTLET TYPE	ADDRESS, CITY, ZIP, PHONE
Automatic Match	Yes	Yes	Yes	None
	Yes	No	Yes	Any 2 of the 4
	No	Yes	Yes	Any 2 of the 4
Conditional Match (i.e., prompts user for match)	Yes	No	N/A	None or any 1 of the 4
	No	Yes	N/A	None or any 1 of the 4
	No	No	N/A	Any 1 of the 4

In a conditional match, WinPLUS displays both outlet records on a 'split-screen' and prompts the user to confirm whether there is a specific library record match. In the following example, the LIB ID# and only one of the other four variables match, so this is a conditional match. (Note: The FSCS ID# is not displayed on the current-year side of the data matching screen, as it is considered premature to include it on the current-year record at this point.)

WinPLUS - Match Alabama FY-2002

DATA MATCHING - OUTLETS

Prior Year Data

LIB ID #: 100-002 FSCS ID #: AL0003

Name: CORDOVA PUBLIC LIBRARY

Address: 130 MAIN STREET

City: CORDOVA

Zip: 35550 Zip4: 1414

Phone: (205)-483-9578

Outlet Type: CE

Current Year Data

LIB ID #: 100-002

Name: CORDOVA LIBRARY

Address: 130 MAIN STREET

City: DORA

Zip: 35628 Zip4: 5648

Phone: (562)-585-2278

Outlet Type: CE

Import Conditional Match

Matched on field: LIBID

Are these two records for the same library (Y/N)?

Choose 'Cancel' to quit Match.

Y

OK Cancel

After a conditional match is found, the user types 'Y' to accept the match or 'N' to reject it. The record is then updated with the new information and WinPLUS moves on to the next record. Select 'Cancel' to return to the WinPLUS Main Menu.

Be especially careful when importing data for new libraries that are really structure changes. For example, if two library systems merge and the administrative entity keeps the address of one of the old systems, WinPLUS may read this as a conditional match between the new entity on the import file and the old entity on the prior-year record.

Note: The data matching routine is **not** case sensitive. For example, a library name entered in upper-case letters (e.g., 'MAIN LIBRARY') will be successfully matched with a library name entered in lower-case letters (e.g., 'Main Library').

Before continuing to the next record, WinPLUS checks for name and address changes from the prior-year record to the import record just matched (whether an automatic or conditional match).

### 5.3.2 Checking for Name and Address Changes

While in the data Matching Routine, WinPLUS automatically checks for name and/or address changes so that the change can be tracked in the historical file if appropriate.

**Name (of library) Change.** When a user updates a name in an import record, the 'Import Name Change' window is automatically displayed below the split screen showing the import and prior-year data.

WinPLUS - Match Alabama FY-2002

DATA MATCHING - ADMINISTRATIVE ENTITY

Prior Year Data

LIB ID #: 100-001 FSCS ID #: AL0002

NAME: ARLEY PUBLIC LIBRARY

ADDRESS: P.O. BOX 146

CITY: ARLEY

ZIP 1: 35541 ZIP 2: 0146

PHONE: (205)-387-0129

GEOCODE: C11

Current Year Data

LIB ID #: 100-001

NAME: ARLEY LIBRARY

ADDRESS: P.O. BOX 1467

CITY: LIBRARY

ZIP 1: 33333 ZIP 2: 3333

PHONE: (205)-387-0122

GEOCODE: C11

Import Name Change

1. Was an official name change made to this import record? OK Cancel

2. Was a data entry error fixed on this import record? OK Cancel

3. Is the original data correct? OK Cancel

2

- Type '1', then select 'OK' to select "Was an official name change made to this import record?" when the library name was officially changed.
- The user is prompted "Is this a Structure Change (Y/N)?". Type 'N' to simply track the name change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.
- Type '2', then select 'OK' to select "Was a data entry error fixed on this import record?" when a correction was made to the library name because of a data entry error.
- Type '3', then select 'OK' to select "Is the original data correct?" if you want to keep the original data.

WinPLUS then automatically checks for address changes for the same record.

**Address Change.** When the user updates an address in an import record, the 'Import Address Change' window is automatically displayed below the split screen showing the import and prior-year data. Select one of the three options displayed.

- Type '1', then select 'OK' to select "Was an official address change made to this import record?" when the library address was officially changed.
- The user is prompted "Is this a Structure Change (Y/N)?". Type 'N' to simply track the address change in the historical changes database. Type 'Y' to confirm that the record will need a structure change.
- Type '2', then select 'OK' to select "Was a data entry error fixed on this import record?" when a correction was made to the library address because of a data entry error.
- Type '3', then select 'OK' to select "Is the original data correct?" if you want to keep the original data.

After all matches are complete and name and address changes checked, WinPLUS begins the structure change routine.

### 5.3.3 Structure Change Routine

After all matches are complete and official name and address changes recorded, if one or more records from the administrative entity or outlet import file still is not matched to the previous year's file, WinPLUS automatically begins the structure change routine.

(Note: You cannot make more than nine structure changes during a single WinPLUS session. To make more than nine structure changes, 'Quit' and restart WinPLUS.)

#### ❖ Administrative Entity Structure Changes

A structure changes menu with several options is automatically displayed if one or more records from the administrative entity import file is not matched to the prior-year file. These options will vary depending on the type of match found. They are described below.

- ❖ **Add New Administrative Entity.** This is used to add a new administrative entity record.

WinPLUS assigns the new record a new FSCS ID#.

The image shows a screenshot of the 'WinPLUS - Match' dialog box. The title bar includes 'Alabama' and 'FY-2002'. The main heading is 'DATA FOUND IN CURRENT YEAR - NO MATCH IN PRIOR YEAR'. On the left, under 'Administrative Structure Change', there is a list of radio button options: 'Add New Administrative Entity', 'Change from Administrative Entity to Outlet', 'Merge Two or More Administrative Entities', 'Remove Closed Administrative Entity', 'Delete Incorrect Record', 'Restore Previously Deleted Administrative Entity', 'Delete Record from Import', and 'Retain Prior Year Record'. At the bottom left are 'Continue' and 'Cancel Match' buttons. On the right, under 'Current Year Data', there are text input fields for: 'LIB ID #' (999-056), 'NAME' (VALLAHALLA MISSIONS LIBRARY), 'ADDRESS' (9043 MCCLINTYOO), 'CITY' (MARDIS CITY), 'ZIP 1' (36856), 'ZIP 2' (empty), and 'PHONE' ((356)-593-6432).

Select 'Add New Administrative Entity' from the 'Administrative Structure Changes' menu and then select 'Continue'. The program assigns the new entity a new FSCS ID# and automatically continues to process the next structure change.



- ❖ **Change from Administrative Entity to Outlet.** This is a new outlet created when an administrative entity becomes an outlet of another administrative entity.

(Note: The administrative entity that changed to an outlet is tracked in the historical database under its original FSCS ID#, followed by the new outlet's FSCS ID#.)

WinPLUS - Match Alabama FY-2002

DATA FOUND IN PRIOR YEAR - NO MATCH IN CURRENT YEAR

Administrative Structure Change

☐ Add New Administrative Entity

☒ Change from Administrative Entity to Outlet

☐ Merge Two or More Administrative Entities

☐ Remove Closed Administrative Entity

☐ Delete Incorrect Record

☐ Restore Previously Deleted Administrative Entity

☐ Delete Record from Import

☐ Retain Prior Year Record

Continue Cancel Match

Prior Year Data

LIB ID #: 100-001

FSCS ID #: AL0002

NAME: ARLEY PUBLIC LIBRARY

ADDRESS: P.O. BOX 146

CITY: ARLEY

ZIP 1: 35541

ZIP 2: 0146

PHONE: (205)-387-0129

Select 'Change from Administrative Entity to Outlet' from the 'Administrative Structure Change' menu and then select 'Continue'. You will receive the following message 'Change this Entity to an Outlet?'

WinPLUS - Administrative Structure Changes		Alabama	FY-2002
Change Administrative Entity to an Outlet			
Identification			
01 LIBID:	100-001	02 Name:	ARLEY PUBLIC LIBRARY
Street Address		Mailing Address	
03 Address:	P.O. BOX 146	3M Address:	P.O. BOX 146
04 City:	ARLEY	4M City:	ARLEY
05 Zip:	35541	06 Zip:	6M Zip4: 0146
4A County:	WINSTON		
07 Phone:	(205)221-2568	7A V	
7B Fax:	( ) - -2	7C E	
WinPLUS Change this Administrative Entity to an Outlet? Yes No			
7D Interlib. Rel.: ME		7G FSCS: Y	08 Population of the Legal Service Area: 290
7E Legal: CI	7H Geo.: CI1	09 Number of Centrals: 1	
7F Admin: SO	10 Number of Branches: 0		11 Number of Bookmobiles: 0

If you choose 'Yes' and there are no outlets for this administrative entity, the structure change will proceed. If you type 'No', the structure change is cancelled.

WinPLUS - Administrative Structure Changes		Alabama		FY-2002	
Change Administrative Entity to an Outlet					
Identification					
01 LIBID:	100-001	02 Name:	ARLEY PUBLIC LIBRARY		
Street Address		Mailing Address			
03 Address:	P.O. BOX 146	3M Address:	P.O. BOX 146		
04 City:	ARLEY	4M City:	ARLEY		
05 Zip:	35541	5M Zip:	0146		
4A County:	WINSTON	<div style="border: 1px solid black; padding: 5px;"> <b>WinPLUS</b>            Outlets exist. You must first delete all outlets associated with this Entity.  <div style="text-align: center; margin-top: 10px;">OK</div> </div>			
07 Phone:	(205)221-				
7B Fax:	( ) -2				
7D Interlib. Rel.: ME		7G FSCS:	Y	08 Population of the Legal Service Area: 290	
7E Legal:	CI	7H Geo.:	CI1	09 Number of Centrals: 1	
7F Admin:	SO			10 Number of Branches: 0	
				11 Number of Bookmobiles: 0	

Note: If the administrative entity that is changing to an outlet itself has outlets, these must be reconciled before the administrative entity can become an outlet. This is because outlets must be attached to an administrative entity. If such outlets exist, the following prompt appears: "Outlets exist...You must first delete all outlets associated with this Entity." To reconcile the outlets, select WinPLUS Main Menu option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been deleted, try the import again.

When outlets do not exist or after all outlets have been reconciled, the user selects the administrative entity for the new outlet that has changed from an administrative entity. Next, another window lists all the administrative entities.

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Change Administrative Entity to an Outlet

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
100-008	SUMITON PUBLIC LIBRARY	SUMITON	AL0009
101-000	CHEAHA REGIONAL LIBRARY	HEFLIN	AL0010
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012

WinPLUS

Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet

OK

101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
999-075	DOT LANEY MEMORIAL LIBRARY	ARITON	AL0023
999-035	BLANCHE R. SOLOMON MEMORIAL LIBRARY	HEADLAND	AL0024
999-061	TUPPER LIGHTFOOT MEMORIAL LIBRARY	BRUNDIDGE	AL0025
999-079	OZARK-DALE COUNTY PUBLIC LIBRARY	OZARK	AL0026

Continue      Cancel

Use the up arrow, down arrow, page up, and page down keys to scroll through the list of administrative entities. Select the administrative entity for the newly created outlet record (the record being imported). The user is prompted to finalize the change.

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Change Administrative Entity to an Outlet

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
100-008	SUMITON PUBLIC LIBRARY	SUMITON	AL0009
101-000	CHEAHA REGIONAL LIBRARY	HEFLIN	AL0010
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
999-028	B. B. COMER MEMORIAL LIBRARY	SYLACAUGA	AL0013
101-004	CHEROKEE COUNTY PUBLIC LIBRARY	CENTRE	AL0014
101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
999-075	DOT LANEY MEMORIAL LIBRARY	ARITON	AL0023
999-035	BLANCHE R. SOLOMON MEMORIAL LIBRARY	HEADLAND	AL0024
999-061	TUPPER LIGHTFOOT MEMORIAL LIBRARY	BRUNDIDGE	AL0025
999-079	OZARK-DALE COUNTY PUBLIC LIBRARY	OZARK	AL0026

Continue      Cancel

Select 'Cancel' to cancel the change, cancel the current structure change record from the import and return to processing structure changes. Select 'Continue' to finalize the change. After the administrative entity record has been converted to an outlet, you will receive a message reminding you that you must edit the record to report data for the following fields: Outlet Type, Metropolitan Status Code, and Number of Bookmobiles. Select 'OK'.

WinPLUS

Administrative Record has been converted to an Outlet  
You must edit record to report data for the following fields:  
Outlet Type, MSA and number of bookmobiles

OK

- ❖ **Merge Two or More Administrative Entities.** This is a new administrative entity created when two or more administrative entities merge.

(Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are in the historical database under both their new and old FSCS ID#s.)

Select 'Merge Two or More Administrative Entities' from the 'Administrative Structure Change' menu and then select 'Continue'. A window lists all administrative entities.

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Merge Administrative Entities

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
100-001	ARLEY LIBRARY	COLUMBIA	AL0002
100-002	CORDOVA LIBRARY	CORDOVA	AL0003
100-003	DORA PUBLIC LIBRARY	DORA	AL0004
100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006			AL0007
100-008			AL0009
101-000			AL0010
101-001			AL0011
101-002			AL0012
999-028			AL0013
101-004	CHEROKEE COUNTY PUBLIC LIBRARY	CENTRE	AL0014
101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020

WinPLUS

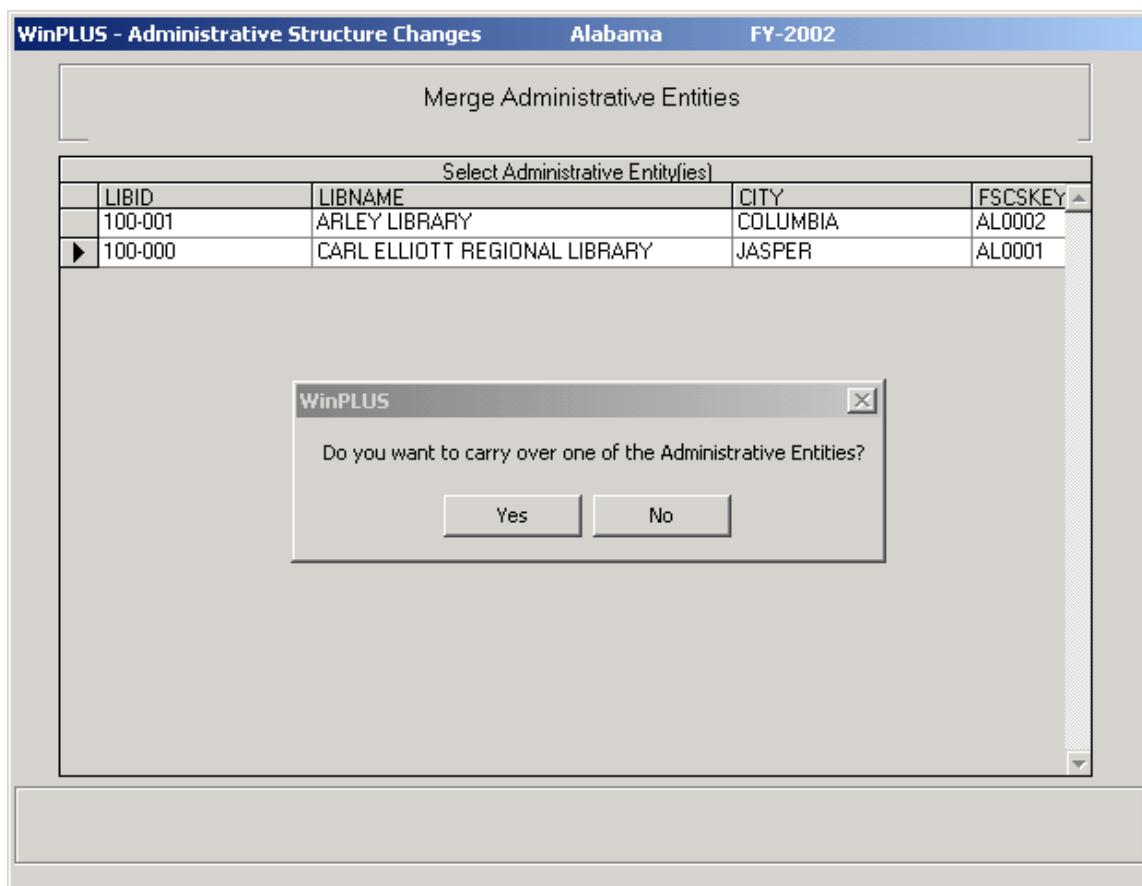
Select two or more Administrative Entities to be Merged

OK Cancel

Continue Cancel

Select the administrative entity records that are merging. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of administrative entities. Select the administrative entities that you wish to merge by clicking on the gray box to the left of the names while holding down the **Ctrl** (Control) key. *The entire row must be highlighted.* Select 'Cancel' to return to the WinPLUS Main Menu, or select 'Continue' to proceed with the Structure Change.

The next screen will ask, 'Do you want to carry over one of the Administrative Entities?' Choose 'Yes' to carry over data elements 1 through 7H from one of the administrative entities to the new merged administrative entity. Choose 'No' to enter new information for all data elements.



If you chose 'Yes', you will be prompted to 'Select Administrative Entity to carryover'. Highlight your selection and choose 'Continue' to proceed or 'Cancel' to cancel the merger. If you continue, the new administrative entity data screens will be displayed for your review. Note: The outlets from the old administrative entities are carried over to the newly merged administrative entity record.

❖ **Remove Closed Administrative Entity**

To remove a closed administrative entity record from the current-year file, choose 'Remove Closed Administrative Entity' from the 'Administrative Structure Change' menu and then select 'Continue'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?'

**WinPLUS - Administrative Structure Changes**      **Alabama**      **FY-2002**

Close Administrative Entity

1A FSCS:       Page 1

Identification

01 LIBID:       02 Name:

Street Address      Mailing Address

03 Address:       3M Address:

04 City:       4M City:

05 Zip:       Zip4:

4A County:

07 Phone:       7B Fax:

Do you want to delete this Administrative Entity and all of its Outlets?

Yes      No

Population

7D Interlib. Rel.:       7G FSCS:       08 Population of the Legal Service Area:

7E Legal:       7H Geo.:       09 Number of Centrals:

7F Admin.:       10 Number of Branches:

11 Number of Bookmobiles:

Choose 'No' to cancel, 'Yes' to delete. (Note: The closed administrative entity record is deleted from the administrative entity file, but the record is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).



❖ **Delete Incorrect Record**

To delete an incorrect administrative entity, select 'Delete Incorrect Record' from the 'Administrative Structure Change' menu and then choose 'Continue'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?'

**WinPLUS - Administrative Structure Changes**      **Alabama**      **FY-2002**

Delete incorrect Administrative Entity record

1A FSCS: AL0002      Page 1

**Identification**

01 LIBID: 100-001      02 Name: ARLEY PUBLIC LIBRARY

Street Address      Mailing Address

03 Address: P.O. BOX 146      3M Address: P.O. BOX 146

04 City: ARLEY      4M City: ARLEY

05 Zip: 35541      Zip4: 0146

4A County: WINSTON

07 Phone: (205)387-01      Yes      No

7B Fax: ( ) - 2

**Population**

7D Interlib. Rel.: ME      7G FSCS: Y      08 Population of the Legal Service Area: -2

7E Legal: CI      7H Geo.: CI1      09 Number of Centrals: -2

7F Admin.: SO      10 Number of Branches: -2

11 Number of Bookmobiles: -2

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'. (Note: The deleted administrative entity is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See the next section.)

❖ **Restore Previously Deleted Administrative Entity.**

When an administrative entity record has previously been deleted using WinPLUS, it can be restored from the historical database and become a current record in the administrative entity database under its original FSCS ID#.

Select 'Restore Previous Deletion' from the 'Administrative Entity Structure Change' menu and then choose 'Continue'. The 'Restore Administrative Entity Record' window is displayed.

FSCS	LIBID	LIBNAME	CITY
AL0058	105-000	MUSCLE SHOALS REGIONAL	FLORENCE
AL0138	510-010	MILDRED B HARRISON REGIONAL	COLUMBIANA
AL0207	512-006	STEELE	STEELE
AL0213	FSCS 150	HENRY COUNTY LIBRARY AUT	COLUMBIA
AL0220	515-000	DALE COUNTY COOPERATIVE	OZARK
AL0008	100-007	LYNN PUBLIC LIBRARY	LYNN
AL0224	FSCS 215	GARDEN CITY PUBLIC LIBRARY	GARDEN CITY
AL0185	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0230	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0212	999-064	ALABAMA LIBRARY EXCHANGE	HUNTSVILLE
AL8000	FSCS 136	ALABAMA PUBLIC LIBRARY SE	MONTGOMERY
AL0205	999-038	PERRY COUNTY LIBRARY DEV	UNIONTOWN
AL8001	AL8001 - 1	LIBRARY MANAGEMENT NETW	DECATUR
AL0221	516-000	LAUDERDALE COUNTY REGIONAL	FLORENCE
AL0089	501-000	JEFFERSON CO LIBRARY COOP	BIRMINGHAM
AL0153	514-000	CALHOUN CO. PUBLIC LIBRARY	ANNISTON
AL0214	517-000	BARBOUR COUNTY LIBRARY DE	EUFAULA
AL0183	999-027	CLARKE COUNTY LIBRARY DEV	GROVE HILL

Select the administrative entity records that are being restored. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of administrative entities. Select the administrative entities that you wish to restore by clicking on the gray box to the left of the names. *The entire row must be highlighted, and you must hold down the Ctrl (Control) key to select more than one entity.*

Select 'Cancel' to cancel the restore and return to the WinPLUS Main Menu, or select 'Restore' to proceed with the Structure Change. If you select 'Restore', the administrative entity record is restored from the historical database and becomes part of the current database under its original FSCS ID#.

**❖ Delete Record from Import.**

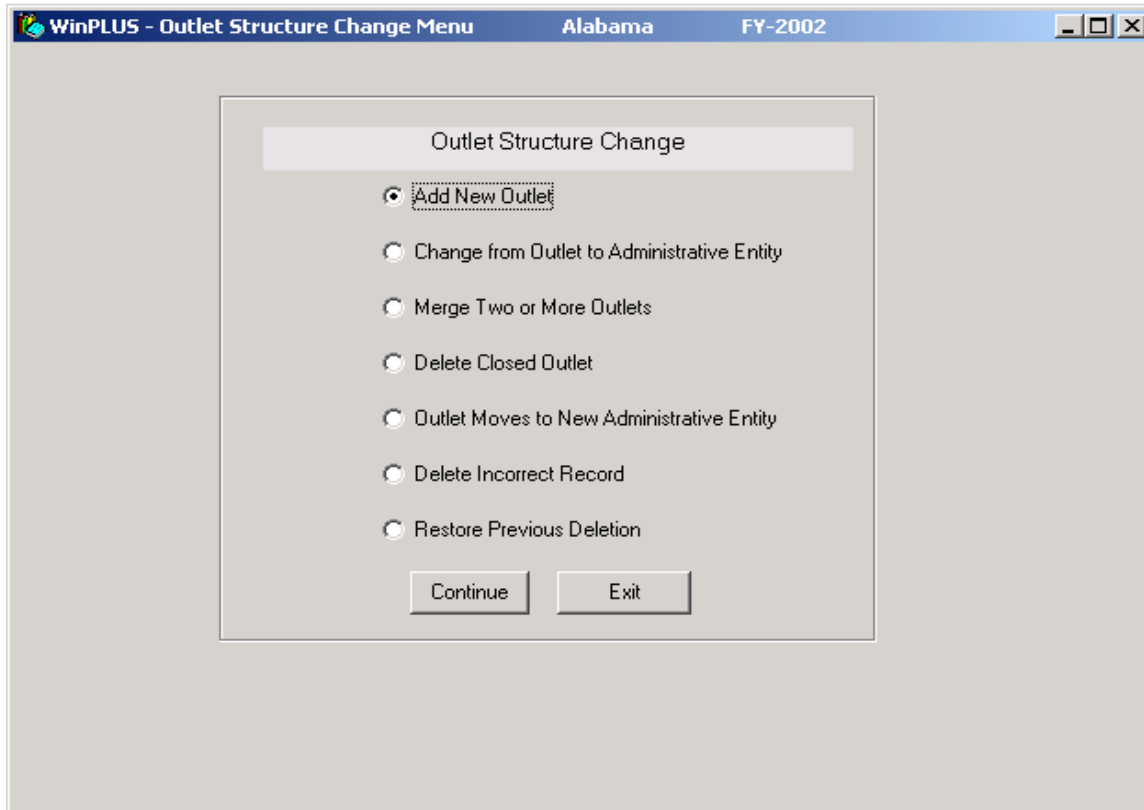
This option allows the user to 'bail out' of importing a record that does not match the user's current-year template file. Canceling a record from import allows the import to proceed, but the original record is still in the import file. The user must edit the record, make a structure change, or correct an error. Otherwise the user will have to cancel the same record each time an import is performed. Select 'Delete Record from Import' from the 'Administrative Structure Change' menu and then choose 'Continue' to 'bail out' of importing a record. The program will automatically resume processing the next import file structure change.

**❖ Retain Prior-Year Record.**

This option allows the user to retain the prior-year data when a prior-year record is not matched on the current-year import file. Select 'Retain Prior Year Record' from the 'Administrative Structure Change' menu and then choose 'Continue' to retain the prior-year record. The program will automatically resume processing the next import file structure change.

➤ **Outlet Structure Changes**

A structure changes menu with several options is automatically displayed if one or more records from the outlet import file is not matched to the prior-year file. These options vary depending on the type of match found. The options are described below. An example of the screen shown when data are found in the current-year import file but not in the prior-year file is shown below.



- **Add New Outlet.** This is used to add a new outlet record.

WinPLUS assigns the new outlet an FSCS ID#. The number assigned is the same as the administrative entity to which the outlet will be added, with the addition of a three-digit suffix to uniquely identify the new outlet.

Choose 'Add New Outlet' from the 'Outlet Structure Change Menu' and then choose 'Continue'. A window prompts the user for the administrative entity to which the outlet is being added.

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Add new Outlet

Select an Administrative Entity that you will be adding this Outlet to

LIBID	LIBNAME	CITY	FSCSKEY
100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
100-008	SUMITON PUBLIC LIBRARY	SUMITON	AL0009
101-000	CHEAHA REGIONAL LIBRARY	HEFLIN	AL0010
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
999-028	B		AL0013
101-004	C		AL0014
101-005	E	BURG	AL0015
101-006	LI		AL0016
101-007	LI		AL0017
101-008	LI		AL0018
101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
999-075	DOT LANEY MEMORIAL LIBRARY	ARITON	AL0023
999-035	BLANCHE R. SOLOMON MEMORIAL LIBRARY	HEADLAND	AL0024
999-061	TUPPER LIGHTFOOT MEMORIAL LIBRARY	BRUNDIDGE	AL0025
999-079	OZARK-DALE COUNTY PUBLIC LIBRARY	OZARK	AL0026

WinPLUS

Select a parent Administrative Entity for this Outlet.

OK

Continue      Cancel

Select the administrative entity to which the outlet will be assigned. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of administrative entities. Select the administrative entity that will be the parent by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Cancel' to return to the import data matching screen, or select 'Continue' to proceed with the Structure Change.

- **Change from Outlet to Administrative Entity.** An outlet becomes an administrative entity.

(Note: The new administrative entity is assigned a new FSCS ID#. The old outlet is tracked in the historical outlet file under both its old FSCS ID# and the new administrative entity's FSCS ID#.)

Select 'Change from Outlet to Administrative Entity' from the 'Outlet Structure Change Menu' and then choose 'Continue'. You will receive the message 'Change this Outlet to an Administrative Entity with a new FSCS ID# ?'

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Change Outlet to an Administrative Entity

Outlets

01 LIB ID: 501-001      1A FSCS ID: AL0090      002

02 Name: ADAMSVILLE PUBLIC LIBRARY

03 Address: 4825 MAIN

04 City: ADAMSVILLE

06 Zip: 35005

09 Outlet Type Code: CE

10 Metropolitan Status code: NC

11 Square Footage: -1

12 Number of Bookmobiles: 0

WinPLUS

Change This Outlet to an Administrative Entity with a new FSCS ID#?

Yes      No

Select 'Yes' to finalize the structure change, select 'No' to cancel the structure change and return to the data matching screen. If you select 'Yes', the data entry screens for the new administrative entity are displayed for your review and editing. You can still cancel the outlet-to-administrative-entity change from these screens, if desired (see buttons at screen bottom).

- **Merge Two or More Outlets.** This is a new outlet created when two or more outlets merge.

(Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under both their new and old FSCS ID#s).

Select 'Merge Two or More Outlets' from the 'Outlet Structure Change Menu' and then choose 'Continue'. A window lists all the outlets. You will receive the message 'Select two or more Outlets to be Merged'. Select 'OK' to continue.

LIBID	LIBNAME	CITY	FSCSKEY
103-010	SAMSON PUBLIC LIBRARY	SAMSON	AL0046
103-011	SLOCOMB PUBLIC LIBRARY	SLOCOMB	AL0047
104-000	HORSESHOE BEND REGIONAL LIBRARY	DADEVILLE	AL0048
100-000	xCARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
100-003	DORA PUBLIC LIBRARY	DORA	AL0004
100-004	DOUBL	LE SPRINGS	AL0005
100-005	HALEY	VILLE	AL0006
100-006	JASPEI	R	AL0007
100-008	SUMIT	ON	AL0009
101-000	CHEAF	N	AL0010
AL0108-009	FIVE PI	NGHAM	AL0108
AL0108-010	INGLENOOK BRANCH LIBRARY	BIRMINGHAM	AL0108
501-011	IRONDALE PUBLIC LIBRARY	IRONDALE	AL0100
AL0108-011	NORTH AVONDALE RESOURCE CENTER	BIRMINGHAM	AL0108
104-002	DADEVILLE PUBLIC LIBRARY	DADEVILLE	AL0050
104-003	GOODWATER PUBLIC LIBRARY	GOODWATER	AL0051
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052
104-005	LEWIS COOPER JR. MEMORIAL LIBRARY	OPELIKA	AL0053

Select the outlet records that are being merged. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of outlets. Select the outlets that you wish to merge by clicking on the gray box to the left of the names. Use the CTRL key to select the second record. *The entire row must be highlighted.*

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Merge Outlets

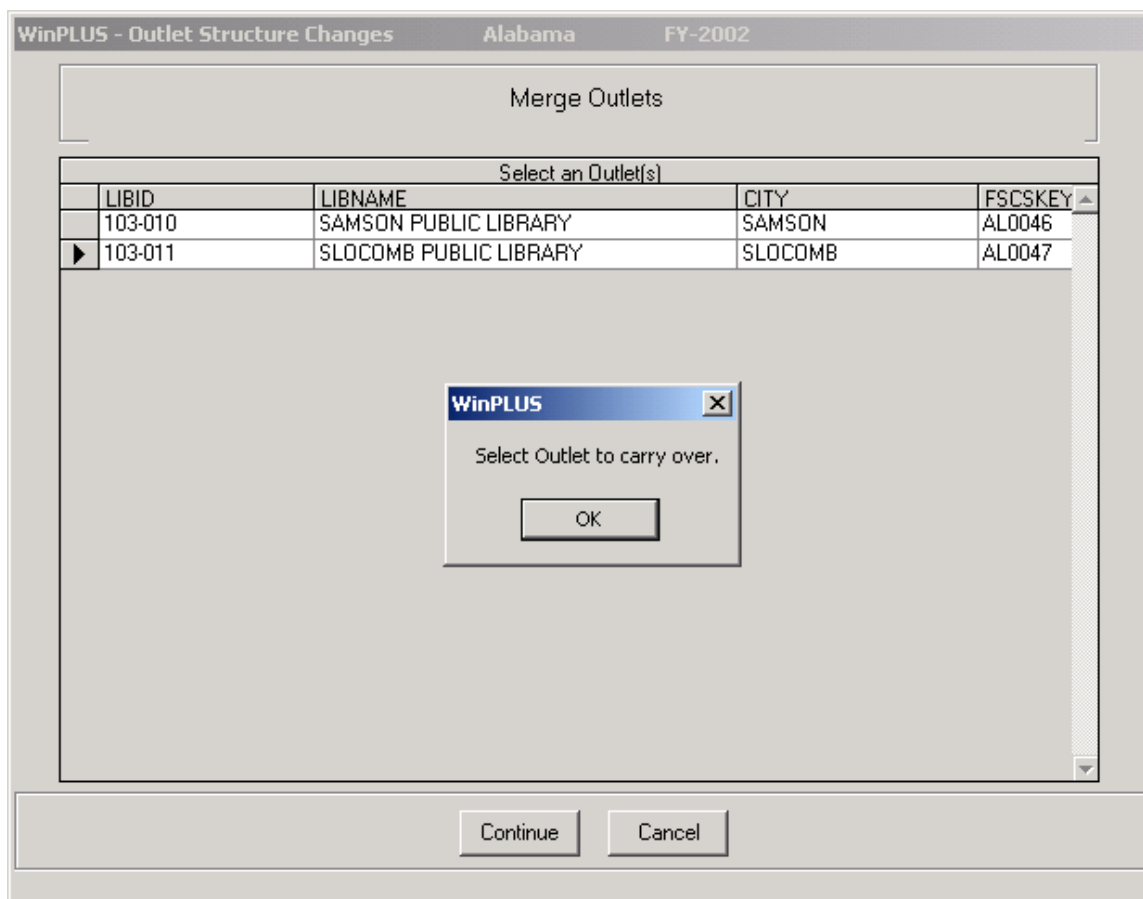
Select an Outlet(s)

	LIBID	LIBNAME	CITY	FSCSKEY
▶	103-010	SAMSON PUBLIC LIBRARY	SAMSON	AL0046
	103-011	SLOCOMB PUBLIC LIBRARY	SLOCOMB	AL0047
	104-000	HORSESHOE BEND REGIONAL LIBRARY	DADEVILLE	AL0048
	100-000	xCARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
	100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
	100-003	DORA PUBLIC LIBRARY	DORA	AL0004
	100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
	100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
	100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
	100-008	SUMITON PUBLIC LIBRARY	SUMITON	AL0009
	101-000	CHEAHA REGIONAL LIBRARY	HEFLIN	AL0010
	AL0108-009	FIVE POINTS WEST LIBRARY	BIRMINGHAM	AL0108
	AL0108-010	INGLENOOK BRANCH LIBRARY	BIRMINGHAM	AL0108
	501-011	IRONDALE PUBLIC LIBRARY	IRONDALE	AL0100
	AL0108-011	NORTH AVONDALE RESOURCE CENTER	BIRMINGHAM	AL0108
	104-002	DADEVILLE PUBLIC LIBRARY	DADEVILLE	AL0050
	104-003	GOODWATER PUBLIC LIBRARY	GOODWATER	AL0051
	104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052
	104-005	LEWIS COOPER JR. MEMORIAL LIBRARY	OPELIKA	AL0053

Continue      Cancel

Select 'Continue' to proceed with the merge or 'Cancel' to cancel the current outlet structure change from the import and return to the 'Outlet Structure Change Menu'. If you select 'Continue', you will see the message 'Do you want to carryover one of the Outlets?'





If you select 'Yes', the above screen will be displayed with the message 'Select the Outlet to carryover.' Select the outlets that you wish to carry over by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Merge Outlets

Select an Outlet(s)

	LIBID	LIBNAME	CITY	FSCSKEY
▶	103-010	SAMSON PUBLIC LIBRARY	SAMSON	AL0046
	103-011	SLOCOMB PUBLIC LIBRARY	SLOCOMB	AL0047

Continue      Cancel

Select 'Continue' to proceed with the structure change. Information from this outlet will be inserted in the newly merged outlet.

You will then receive a screen with the message 'Select a parent Administrative Entity for this Outlet'. Select the parent administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Choose 'Continue' to proceed with the structure change.

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Merge Outlets

Select an Administrative Entity that you will be adding this Outlet to

	LIBID	LIBNAME	CITY	FSCSKEY
▶	100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
	100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
	100-008	SUMITON PUBLIC LIBRARY	SUMITON	AL0009
	101-000	CHEAHA REGIONAL LIBRARY	HEFLIN	AL0010
	101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
	101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
	999-028	B	WinPLUS	AL0013
	101-004	C		AL0014
	101-005	E.		AL0015
	101-006	LI		AL0016
	101-007	LI		AL0017
	101-008	LI		AL0018
	101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
	999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
	999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
	999-075	DOT LANEY MEMORIAL LIBRARY	ARITON	AL0023
	999-035	BLANCHE R. SOLOMON MEMORIAL LIBRARY	HEADLAND	AL0024
	999-061	TUPPER LIGHTFOOT MEMORIAL LIBRARY	BRUNDIDGE	AL0025
	999-079	OZARK-DALE COUNTY PUBLIC LIBRARY	OZARK	AL0026

OK

Continue      Cancel

If you choose to carry over one of the outlets, you will receive a screen with data for that outlet inserted. You will need to provide any missing data. When you exit, your change will be finalized.

WinPLUS - Outlet Structure Changes		Alabama		FY-2002	
Merge Outlets					
Outlets					
01 LIB ID:	<input type="text" value="103-010"/>	1A FSCS ID:	<input type="text" value="AL0001"/>	<input type="text" value="006"/>	
02 Name:	<input type="text" value="SAMSON PUBLIC LIBRARY"/>				
03 Address:	<input type="text" value="200 NORTH JOHNSON STREET"/>				
04 City:	<input type="text" value="SAMSON"/>	05 County:	<input type="text" value="GENEVA"/>		
06 Zip:	<input type="text" value="36477"/>	07 Zip4:	<input type="text" value="0147"/>	08 Phone:	<input type="text" value="(334)898-7806"/>
09 Outlet Type Code:	<input type="text" value="CE"/>	11 Square Footage:	<input type="text" value="-1"/>		
10 Metropolitan Status code:	<input type="text" value="NO"/>	12 Number of Bookmobiles:	<input type="text" value="0"/>		
<input type="button" value="Cancel Merge"/> <input type="button" value="Save Now"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Previous Page"/> <input type="button" value="Next Page"/> <input type="button" value="Exit"/>					

If you did not choose to carry over an outlet, you will receive the following screen after selecting a parent administrative entity.

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Merge Outlets

Outlets

01 LIB ID: AL0001-006      1A FSCS ID: AL0001      006

02 Name: -2

03 Address: -2

04 City: -2      05 County: -2

06 Zip: -2      07 Zip4: -1      08 Phone: ( ) - -2

09 Outlet Type Code: -2

10 Metropolitan Status code: -2      11 Square Footage: -2

12 Number of Bookmobiles: -2

Cancel Merge    Save Now    Cancel Changes    Previous Page    Next Page    Exit

You will need to add the missing data to complete the merge structure change.

➤ **Remove Closed Outlet.**

To remove a closed outlet during import, select 'Remove Closed Outlet' from 'Outlet Structure Change Menu' and then choose 'Continue'.

The screenshot shows the 'WinPLUS - Outlet Structure Changes' window for 'Alabama' and 'FY-2002'. The main window has a 'Close Outlet' section at the top. Below it, there is a list of outlets. A modal dialog box is open in the center, asking 'Do you want to delete this Outlet?' with 'Yes' and 'No' buttons. The background window shows the following data for an outlet:

Outlets	
01 LIB ID:	999-041
02 Name:	ENTERPRISE LIBRARY
03 Address:	101 EAST GRUBBS STREET
04 City:	ENTERPRISE
06 Zip:	36330
07 Zip4:	25
09 Outlet Type Code:	CE
10 Metropolitan Status code:	NO
11 Square Footage:	-1
12 Number of Bookmobiles:	0

Additional fields visible include '1A FSCS ID: AL0041' and '002'.

A 'Close Outlet' data entry screen will be displayed with the message 'Do you want to delete this Outlet?' If you choose 'Yes', you will receive the message 'Delete completed'. Select 'No' to cancel the change and return to the data matching screen. (Note: The closed outlet is tracked in the historical database and can later be restored. See section 5.7.8—Restore Previous Deletion.)

➤ **Delete Incorrect Record**

To delete an incorrect outlet record during import, select 'Delete Incorrect Record' from the 'Outlet Structure Change Menu' and then choose 'Continue'.

The screenshot shows the 'WinPLUS - Outlet Structure Changes' window for 'Alabama' and 'FY-2002'. The main window has a title bar with these details. Below the title bar, there's a section titled 'Delete incorrect Outlet record'. Underneath, there's a section titled 'Outlets'. This section contains several input fields and dropdown menus for data entry. A modal dialog box is currently open in the center, asking 'Do you want to delete this Outlet?' with 'Yes' and 'No' buttons. The background fields include:

- 01 LIB ID: 999-041
- 02 Name: ENTERPRISE LIBRARY
- 03 Address: 101 EAST GRUBBS STREET
- 04 City: ENTERPRISE
- 06 Zip: 36330
- 07 Zip4: 25
- 1A FSCS ID: AL0041
- 002
- COFFEE
- (334)347-2636
- 09 Outlet Type Code: CE
- 10 Metropolitan Status code: NO
- 11 Square Footage: -1
- 12 Number of Bookmobiles: 0

A 'Delete incorrect Outlet record' data entry screen will be displayed with the message 'Do you want to delete this Outlet?' Choose 'Yes' to delete the outlet from the import, or 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See next section.)

➤ **Restore Previously Deleted Outlet.**

When an outlet record has been previously deleted, the record can be restored using this option. The deleted record is restored from the historical database and becomes a current record in the outlet database under its original FSCS ID#.

Select 'Restore Previous Deletion' from the 'Outlet Structure Change Menu' and then choose 'Continue'. The 'Restore Outlet Record' window is displayed.

FSCS	LIBID	LIBNAME	CITY
AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN
AL0195	999-046	CRAIG BRANCH LIBRARY	SELMA
AL0195	999-036	WEST BOULEVARD BRANCH	MONTGOMERY
AL0196	999-047	TUSCALOOSA PUBLIC LIBRARY	TUSCALOOSA
AL0187	999-036	EASTDALE BRANCH LIBRARY	MONTGOMERY
AL0187	999-036	PERRY HILL ROAD BRANCH LI	MONTGOMERY
AL0187	999-036	SOUTHLAWN LIBRARY	MONTGOMERY
AL0075	AL0075-004	WHEELER BASIN REGIONAL LI	DECATUR
AL0008	100-007	LYNN PUBLIC LIBRARY	LYNN
AL0161	999-005	BRENT-CENTREVILLE PUBLIC	CENTREVILLE
AL0168	999-012	GREENVILLE-BUTLER CO. PUB	GREENVILLE
AL0193	999-044	FAYETTE COUNTY MEMORIAL	FAYETTE
AL0175	999-019	SCOTTSBORO PUBLIC LIBRARY	SCOTTSBORO
AL0212	999-064	ALABAMA LIBRARY EXCHANGE	HUNTSVILLE
AL0187	999-036	NORMANDEALE ARCADE BRANC	MONTGOMERY
AL0109	504-000	DEKALB COUNTY PUBLIC LIBR	FORT PAYNE
AL0154	514-001	ANNISTON-CALHOUN COUNTY	ANNISTON
AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOTHAN

Select the outlet record that is being restored. Use the up arrow, down arrow, page up, and page down keys to scroll through the list of outlets. Select the outlets that you wish to restore by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

Select 'Cancel' to return to the WinPLUS Main Menu, or select 'Restore' to proceed with the Structure Change. If you select 'Restore', the outlet record is restored from the historical database and again becomes part of the outlet database under its original FSCS ID#.



➤ **Delete Record from Import.**

This option allows the user to 'bail out' of importing a record that does not match the user's current-year template file. When 'Delete Record from Import' is selected, the record is not imported into the file, but the original record is still in the import file. Select 'Delete Record from Import' from the 'Outlet Structure Change Menu' and then choose 'Continue' to 'bail out' of importing a record. The program will automatically resume processing the next import file structure change.

➤ **Retain Prior Year Record.**

This option allows the user to keep the prior-year data for a record that is not matched on the current-year import file. Select 'Retain Prior Year Record' from the 'Outlet Structure Change Menu' and then choose 'Continue' to retain the prior-year record.

---

Note: Outlet Moves to a New Administrative Entity is not an option available during import. If you have an outlet that has moved to a new administrative entity, select WinPLUS Main Menu option 'Outlet Structure Changes', then select 'Outlet Moves to New Administrative Entity' and make the structure change before attempting to import data.

---

### 5.3.4 Geographic Code Change

When the user updates a geographic code (data item # 7H) in an import record, the 'Import Geocode Change' window is automatically displayed below the split screen showing the import and prior-year data.

WinPLUS - Match Alabama FY-2002

DATA MATCHING - ADMINISTRATIVE ENTITY

Prior Year Data		Current Year Data	
LIB ID #:	100-001	LIB ID #:	100-001
FSCS ID #:	AL0002		
Name:	ARLEY PUBLIC LIBRARY	Name:	ARLEY PUBLIC LIBRARY
Address:	P.O. BOX 146	Address:	P.O. BOX 146
City:	ARLEY	City:	ARLEY
Zip:	35541	Zip:	35541
Zip4:	0146	Zip4:	0146
Phone:	(205)-387-0129	Phone:	(205)-387-0129
Geo Code:	CI1	Geo Code:	OTH

**Import Geocode Change**

Is this change in Geographic Code correct?

Y' - The new value is correct.

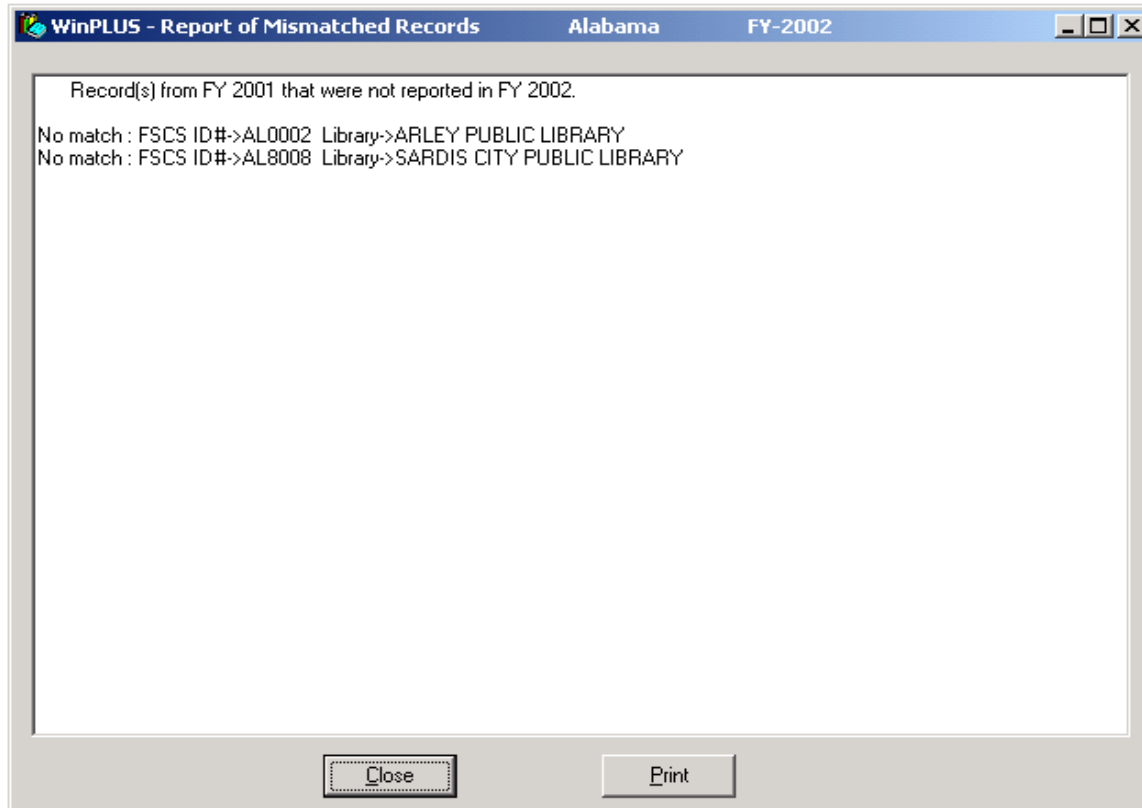
N' - Replace the Current Year value with the Prior Year.

OK Cancel

Type 'Y' to confirm the geographic code change or 'N' to replace the current-year value with the prior-year value. Select 'Cancel' to return to the WinPLUS Main Menu. Changes in geographic code will be tracked in the historical database.

## 5.4 Report of Mismatched Records

After completion of data entry (by import or keyboard), the user should select 'Report of Mismatched Records' from the WinPLUS Main Menu to generate a report of prior-year administrative entity records (FY 2001 file) that do not match (on FSCS ID#) current-year records (FY 2002 file). These mismatches should have been resolved by either deletions, closings, merges, or changes from entities to outlets. The user should review this list for accuracy. The following screen is displayed:



Choose 'Print' to print the report. Choose 'Close' to return to the WinPLUS Main Menu.



## 5.5 View/Update Administrative Entity or Outlet Record

This function is used to view existing administrative entity and outlet records, or to make changes to these records through keyboard data entry.

### 5.5.1 Keyboard and Function Keys for View/Update Records

**5.5.1.1 Keyboard Keys.** WinPLUS allows the user to use the following keyboard keys during data entry (View/update records):

<Enter> or <Tab>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

**5.5.1.2 Function Keys.** The Function keys shown below are usually found to the far left or along the top of the keyboard. Marked F1, F2, etc, they are used to execute WinPLUS commands when the user is viewing or updating the administrative entities or outlets.

<F1> Help	Displays the definition for a data element while on the data field. Select <Esc> to exit the definition.
<F2> Sort By	Sorts by Name, LIB ID, FSCS ID, or City.
<F3> Outlets	Displays the outlet(s) affiliated with the administrative entity.
<F4> Structure Changes	Opens the Structure Changes menu.
<F5> Save Work	Saves the current record to the hard disk.
<F6> Outlet Retrieval List	Displays the Outlet Retrieval List.
<F7> Edit Check	Runs edit checks on the current record.
<F8> Cancel Changes	Cancels unsaved changes to the current record.
<F9> Previous Record	Moves to the previous record.
<F11> Next Record	Moves to the next record.
<CTRL><P>	Prints the current record.
<CTRL><R>	Replicates the administrative entity.
<CTRL><T>	Re-totals the administrative entity total fields.
<CTRL><X>	Exits the current record.

### 5.5.1.3 Menus

You can move around in WinPLUS by clicking with your mouse, or by using the <TAB> or <ENTER> key. Use the submenu choices at the top of your screen to do specific activities in the 'View/Update Administrative Entity' (or Outlet) screens. The submenu choices are located under File, Edit, View, and Help.

## 5.5.2 View/Update Administrative Entity Records

To view administrative entity or outlet records, or to make changes to these records through keyboard data entry, select WinPLUS Main Menu option 'View/Update Administrative or Outlet Records'. Each administrative entity record consists of three data entry screens. The top of each screen displays the entity's LIB ID, library name, FSCS ID, and City, for easy identification. Page 1 displays data elements 1 through 11.

Use the 'Enter' and 'Tab' keys to move from field to field on the data entry screen. When data are entered in the last field of the first and second screens, the cursor moves to the next screen. The user can move from screen to screen of the current administrative entity using the 'Previous Page' and 'Next Page' keys at the bottom of the screen, or the 'Page Up' and 'Page Down' keys. Save changes by choosing the 'Save Work' or 'Exit' keys. To cancel the changes prior to saving, select 'Cancel Changes'.

**WinPLUS - View/Update Administrative Entity**    **Alabama**    **FY-2002**

File Edit View Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY    Page 1

1A FSCS ID: AL0022    City: ABBEVILLE

**Identification**

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET    3M Address: 301 KIRKLAND STREET

04 City: ABBEVILLE    4M City: ABBEVILLE

05 Zip: 36310    06 Zip4: 2419    5M Zip: 36310    6M Zip4: 2419

4A County: HENRY

07 Phone: (334)585-2818    7A Web Address: http://-2

7B Fax: ( ) - -2    7C E-mail Address: -2

**Population**

7D Interlib. Rel.: NO    7G FSCS PL: Y    08 Population of the Legal Service Area: -2

7E Legal Basis: CI    7H Geo.: CI1    09 Number of Centrals: -2

7F Admin. Struc.: SO    10 Number of Branches: -2

11 Number of Bookmobiles: -2

Save Work    Cancel Changes    Previous Page    Next Page       View Outlets    Sort By...    Structure Changes    Exit

The user can move among different administrative entities by using the "Navigate Records" arrows at the bottom of the screen or the <F9> and <F11> function keys. Note that pressing <F9>, <F11>, or the "Navigate Records" arrows will also save the current record.

When the user selects 'Next Page', page 2 is opened, displaying data elements 13 through 34.

WinPLUS - View/Update Administrative Entity   Alabama   FY-2002

File   Edit   View   Help

01 LIB ID: 999-033   Admin. Entity: ABBEVILLE MEMORIAL LIBRARY   Page 2

1A FSCS ID: AL0022   City: ABBEVILLE

FTE Staff		Operating Expenditures	
13 ALA-MLS:	-2.00	22 Salaries & Wages Exp:	-2
14 Total Librarians:	-2.00	23 Employee Benefits:	-2
15 All Other Paid Staff:	-2.00	24 Total Staff Exp.:	-2
16 Total Paid Employees:	2.00	25 Collection Exp.:	-2
		26 Other Operating Exp.:	-2
		27 Total Operating Exp.:	-2

Operating Income		Capital Outlay	
17 Local Government:	-2	28 Capital Outlay:	-2
18 State Government:	-2		
19 Federal Government:	-2		
20 Other Income:	-2		
21 Total Income:	-2		

Library Collection	
29 Book/Serial Volumes:	-2
30 Audio:	-2
32 Video:	-2
33 Subscriptions:	-2
34 Materials in Electronic Format:	-2

Save Work   Cancel Changes   Previous Page   Next Page   Navigate Records   View Outlets   Sort By...   Structure Changes   Exit

When 'Next Page' is selected again, page 3 is opened, displaying data elements 35 through 52.

**WinPLUS - View/Update Administrative Entity**    **Alabama**    **FY-2002**    Page 3

File   Edit   View   Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY

1A FSCS ID: AL0022    City: ABBEVILLE

Public Service Hours Per Year		Electronic Technology Operating Expenditures	
35 Public Service Hrs/Yr:	-2	44 Materials in Electronic Format Exp: (also include in #25 or #26)	-2
Services Per Typical Year		45 Electronic Access Exp: (also include in #25 or #26)	
36 Library Visits:	-2	-2	
38 Reference Transactions:	-2	Access and Use	
Circulation		47 Electronic Services Access:	Y
39 Total Circulation:	-2	48 Internet Access:	Y
Inter-Library Loans		Internet Terminals:	
40 Provided To:	-2	50 Used by Staff Only:	-2
41 Received From:	-2	51 Used by General Public:	-2
Children's		52 Users of Electronic Resources per Typical Week:	-2
42 Children's Circulation:	-2		
43 Children's Program Attendance:	-2		

Save Work    Cancel Changes    Previous Page    Next Page       View Outlet    Sort By    Structure Changes    Exit

Navigate Records



To access administrative entity records by LIB ID, FSCS ID, Name, or City, use the drop-down boxes attached to these data elements to select the desired entity. The FSCS ID drop-down box is displayed below:

WinPLUS - View/Update Administrative Entity    Alabama    FY-2002

File Edit View Help

01 LIB ID: 999-033    Admin. Entity: ABBEVILLE MEMORIAL LIBRARY    Page 1

1A FSCS ID: AL0022    City: ABBEVILLE

Identification

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET    3M Address: 301 KIRKLAND STREET

04 City: ABBEVILLE    4M City: ABBEVILLE

05 Zip: 36310    06 Zip4: 2419    5M Zip: 36310    6M Zip4: 2419

4A County: HENRY

07 Phone: (334)585-2818    7A Web Address: http://-2

7B Fax: ( ) - -2    7C E-mail Address: -2

Population

7D Interlib. Rel.: NO    7G FSCS PL: Y    08 Population of the Legal Service Area: -2

7E Legal Basis: CI    7H Geo.: CI1    09 Number of Centrals: -2

7F Admin. Struc.: SO    10 Number of Branches: -2

11 Number of Bookmobiles: -2

Save Work    Cancel Changes    Previous Page    Next Page    Navigate Records    View Outlet    Sort By    Structure Changes    Exit

Drop-down boxes are also included on page 1 for Interlibrary Relationship Code, Legal Basis Code, Administrative Structure Code, FSCS Public Library, and Geographic Code. The drop-down box for Geographic Code is displayed below. (Page 3 has drop-down boxes for Electronic Services Access and Internet Access.)

**WinPLUS - View/Update Administrative Entity** Alabama FY-2002

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 1

1A FSCS ID: AL0022 City: ABBEVILLE

**Identification**

02 Name: ABBEVILLE MEMORIAL LIBRARY

Street Address Mailing Address

03 Address: 301 KIRKLAND STREET 3M Address: 301 KIRKLAND STREET

04 City: ABBEVILLE 4M City: ABBEVILLE

05 Zip: 36310 06 Zip4: 2419 5M Zip: 36310 6M Zip4: 2419

4A County: HENRY

07 Phone: (334)585-2818 7A Web Address: http://-2

7B Fax: ( ) - -2 7C E-mail Address: -2

**Population**

7D Interlib. Rel.: NO 7G FSCS PL: Y 08 Population of the Legal Service Area: -2

7E Legal Basis: CI 7H Geo.: CI1 09 Number of Centrals: -2

7F Admin. Struc.: SO 10 Number of Branches: -2

11 Number of Bookmobiles: -2

Save Work Cancel Changes Previous Page

Navigation Records View Outlet Sort By Structure Changes Exit

### Name or Address (of library) Change

When using View/Update Records for keyboard data entry, it is possible to update or correct the name and address of the library.

When the user updates the Name or Address (of library) data element for the administrative entity under 'View/Update Administrative Entity or Outlet', the 'Name/Address Change Menu' window is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate. The choices are:

1. 'Did you just make an official Name/Address Change?'
2. 'Did you just fix a Data Entry Error?' for corrections such as misspelled words.

If the change is official, the user is asked 'Is this a Structure Change?' Select 'Y' if it is a structure change or 'N' to simply track the name/address change for corrections such as misspelled words in the historical database. The user is then prompted to make the structure change via the 'Administrative Entity Structure Changes' option on the WinPLUS Main Menu.

### 5.5.3 View/Update Outlet Records

Outlets can also be accessed from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Outlets of the current administrative entity are displayed via the <F3> function key, or by selecting 'View', then 'Outlets' from the menu bar at the top of the screen, or by selecting the 'View Outlets' button at the bottom of the administrative entity screen. The 'Outlet Retrieval List' (showing all outlets for your state) will appear and disappear when the user clicks on 'View' and then on 'Outlet Retrieval List' or uses the <F6> function key. The user can scroll down the list to choose an outlet. While the list is visible, select the outlet that you would like to view/update and then select 'Enter'. An outlet screen is shown below:

The screenshot shows the 'WinPLUS - View/Update Outlet' window for Alabama, FY-2002. The window has a menu bar (File, Edit, View, Help) and a title bar. The main area is divided into sections for administrative entity selection and outlet details. The 'Outlets' section is currently active, displaying a list of outlets for the selected administrative entity (ANNISTON-CALHOUN COUNTY PUBLIC LIB.). The outlet details are as follows:

Field	Value
01 LIB ID	514-001
1A FSCS ID	AL0154
City	ANNISTON
LIB ID	514-001
Select Affiliated Outlet	ANNISTON-CALHOUN COUNTY PUBLIC LIB.
01 LIB ID	514-001
1A FSCS ID	AL0154
002	
02 Name	ANNISTON-CALHOUN COUNTY PUBLIC LIB.
03 Address	108 EAST 10TH STREET
04 City	ANNISTON
05 County	CALHOUN
06 Zip	36202
07 Zip4	0308
08 Phone	(256)237-8501
09 Outlet Type Code	CE
10 Metropolitan Status Code	CC
11 Square Footage	-1
12 Number of Bookmobiles	0

The bottom of the window contains a toolbar with the following buttons: Save Work, Cancel Changes, Previous Page, Next Page, Navigate Records (with left and right arrow icons), Hide Outlet, Sort Outlets, Structure Changes, and Exit.

On the outlet screen, the LIB ID and Outlet Name data elements have drop-down boxes that allow the user to move from one outlet to another outlet of the same administrative entity. The drop-down box for LIBID on the outlet screen is displayed below:

WinPLUS - View/Update Outlet      Alabama      FY-2002

File Edit View Help

01 LIB ID: 514-001      Admin. Entity: ANNISTON-CALHOUN COUNTY PUBLIC LIB.

1A FSCS ID: AL0154      City: ANNISTON

Outlets

LIB ID: 514-001      Select Affiliated Outlet: ANNISTON-CALHOUN COUNTY PUBLIC LIB.

01 LIB ID: 514-001      1A FSCS ID: AL0154      002

02 Name: ANNISTON-CALHOUN COUNTY PUBLIC LIB.

03 Address: STREET

04 City: ANNISTON

05 County: CALHOUN

06 Zip: 36202      07 Zip4: 0308

08 Phone: (256)237-8501

09 Outlet Type Code: CE

10 Metropolitan Status Code: CC

11 Square Footage: -1

12 Number of Bookmobiles: 0

Save Work      Cancel Changes      Previous Page      Next Page      Navigate Records      Hide Outlet      Sort Outlets      Structure Changes      Exit

### Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the outlet under 'View/Update Administrative Entity or Outlet', the 'Name/Address Change Menu' is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate. The choices are:

1. 'Did you just make an official Name/Address Change?'
2. 'Did you just fix a Data Entry Error?' for corrections such as misspelled words.

If the change is official, the user is asked 'Is this a Structure Change?' Select 'Y' if it is a structure change or 'N' to simply track the name/address change for corrections such as misspelled words in the historical database. The user is then prompted to make the structure change via the 'Outlet Structure Changes' option on the WinPLUS Main Menu.

### 5.5.4 Edit Checking During View/Update Records

During View/Update, interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; alphabetic entries in numeric fields; and totals that are not equal to the sum of their parts when all parts are greater than or equal to 0).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.



## 5.6 Administrative Entity Structure Changes

This option allows the user to add new libraries and delete closed libraries, as well as to track administrative entity mergers and libraries that change from administrative entities to outlets. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the WinPLUS user.

### 5.6.1 Edit Checking During Administrative Entity Structure Changes

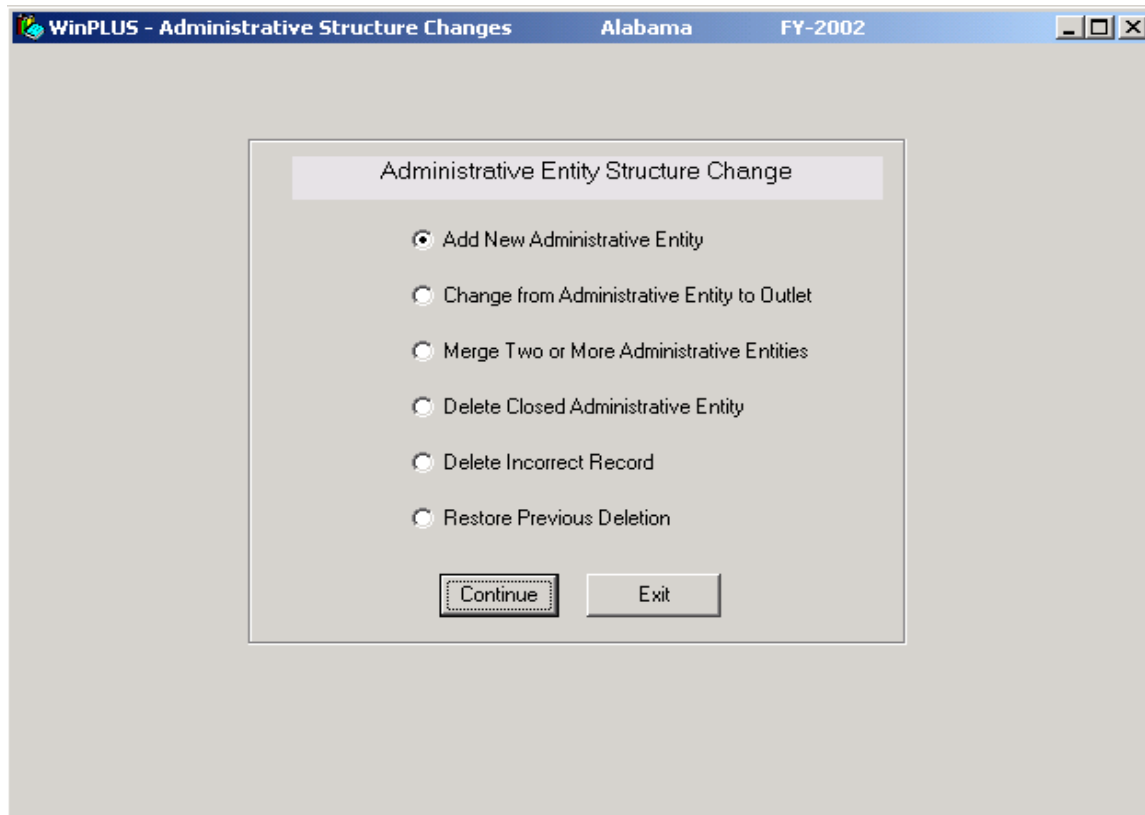
During 'Administrative Entity Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; alphabetic entries in numeric fields; and totals that are not equal to the sum of their parts when all parts are greater than or equal to 0).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

**Administrative Entity Structure Changes Menu**

To access the 'Administrative Entity Structure Changes' menu, select 'Administrative Entity Structure Changes' from the WinPLUS Main Menu. This menu gives the user a list of options (shown below) for making structure changes to administrative entity records.





### 5.6.2 Add New Administrative Entity

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Changes' menu. When you select 'Continue', the Add New Administrative Entity data entry screen is displayed with the cursor positioned at the LIB ID data element. Enter the LIB ID#. WinPLUS automatically generates the FSCS ID#.

WinPLUS - Administrative Structure Changes		Alabama	FY-2002
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;">Add new Administrative Entity</div>			
1A FSCS: <span style="border: 1px solid black; padding: 2px;">AL8009</span>		Page 1	
Identification			
01 LIBID: <span style="border: 1px solid black; padding: 2px;">AL8009</span>	02 Name: <span style="border: 1px solid black; padding: 2px;">-2</span>		
03 Address: <span style="border: 1px solid black; padding: 2px;">-2</span> <small>Street Address</small>		3M Address: <span style="border: 1px solid black; padding: 2px;">-2</span> <small>Mailing Address</small>	
04 City: <span style="border: 1px solid black; padding: 2px;">-2</span>	4M City: <span style="border: 1px solid black; padding: 2px;">-2</span>		
05 Zip: <span style="border: 1px solid black; padding: 2px;">-2</span>	06 Zip4: <span style="border: 1px solid black; padding: 2px;">-1</span>	5M Zip: <span style="border: 1px solid black; padding: 2px;">-2</span>	6M Zip4: <span style="border: 1px solid black; padding: 2px;">-1</span>
4A County: <span style="border: 1px solid black; padding: 2px;">-2</span>			
07 Phone: ( ) -2	7A Web Address: http:// <span style="border: 1px solid black; padding: 2px;">-2</span>		
7B Fax: ( ) -2	7C E-mail Address: <span style="border: 1px solid black; padding: 2px;">-2</span>		
7D Interlib. Rel.: <span style="border: 1px solid black; padding: 2px;">-2</span> ▼		7G FSCS: <span style="border: 1px solid black; padding: 2px;">?</span> ▼	
7E Legal: <span style="border: 1px solid black; padding: 2px;">-2</span> ▼		08 Population of the Legal Service Area: Service Outlets: <span style="border: 1px solid black; padding: 2px;">-2</span>	
7F Admin: <span style="border: 1px solid black; padding: 2px;">-2</span> ▼		09 Number of Centrals: <span style="border: 1px solid black; padding: 2px;">-2</span>	
		10 Number of Branches: <span style="border: 1px solid black; padding: 2px;">-2</span>	
		11 Number of Bookmobiles: <span style="border: 1px solid black; padding: 2px;">-2</span>	
<div style="display: flex; justify-content: space-around; margin: 0 auto; width: 90%;"> <span style="border: 1px solid black; padding: 5px 20px;">Cancel Add</span> <span style="border: 1px solid black; padding: 5px 20px;">Save Now</span> <span style="border: 1px solid black; padding: 5px 20px;">Cancel Changes</span> <span style="border: 1px solid black; padding: 5px 20px; background-color: #f0f0f0;">Previous Page</span> <span style="border: 1px solid black; padding: 5px 20px; background-color: #f0f0f0;">Next Page</span> <span style="border: 1px solid black; padding: 5px 20px;">Exit</span> </div>			

If the user does not enter a LIB ID#, WinPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, pressing the 'Tab' or 'Enter' key automatically positions the cursor at the next data element in sequence, and the user enters the rest of the data.

Select 'Save Work' or 'Exit' to save the new administrative entity record. Select 'Cancel Add' to stop the add process, without saving your current entries, and return to the 'Administrative Entity Structure Changes' menu at any time during this process.

### 5.6.3 Change From Administrative Entity to Outlet

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Changes' menu. The administrative entity that changed to an outlet is tracked in the historical database under both the old FSCS ID# and the new outlet's FSCS ID#.

Select Administrative Entity(ies)			
LIBID	LIBNAME	CITY	FSCSKEY
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
501-001	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL0090
104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124
100-001	ARLEY LIBRARY	COLUMBIA	AL0002
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076
505-001	ATMORE PUBLIC	ATMORE	AL0114
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052
999-043	AUTAUGA-PRATTVILLE PUBLIC LIBRARY	PRATTVILLE	AL0192
999-028	B. B. COMER MEMORIAL LIBRARY	SYLACAUGA	AL0013
500-000	BALDWIN COUNTY LIBRARY COOPERATIVE	ROBERTSDALE	AL0080

Change to Outlet      Cancel

When you select 'Continue', a list of all administrative entities is displayed. Select the administrative entity that is changing to an outlet by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Change to Outlet' to continue.

WinPLUS - Administrative Structure Changes		Alabama		FY-2002	
Change Administrative Entity to an Outlet					
Identification					
01 LIBID:	501-001	02 Name:	ADAMSVILLE PUBLIC LIBRARY		
Street Address		Mailing Address			
03 Address:	4825 MAIN STREET	3M Address:	PO BOX 309		
04 City:	ADAMSVILLE	4M City:	ADAMSVILLE		
05 Zip:	35005	06 Zip:	6M Zip4: 0241		
4A County:	JEFFERSON				
07 Phone:	(205)221-2568	7A V			
7B Fax:	( ) -2	7C E			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>WinPLUS</p> <p>Change this Administrative Entity to an Outlet?</p> <p>Yes No</p> </div>					
7D Interlib. Rel.:		ME	7G FSCS Y		
7E Legal:		CI	7H Geo.: CI1		
7F Admin.:		SO	Population		
			08 Population of the Legal Service Area: 4,965		
			09 Number of Centrals: 1		
			10 Number of Branches: 0		
			11 Number of Bookmobiles: 0		

You will receive the message 'Change this Administrative Entity to an Outlet?' If you select 'No', the structure change is canceled.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet.

WinPLUS - Administrative Structure Changes		Alabama		FY-2002	
Change Administrative Entity to an Outlet					
Identification					
01 LIBID:	501-001	02 Name:	ADAMSVILLE PUBLIC LIBRARY		
Street Address		Mailing Address			
03 Address:	4825 MAIN STREET	3M Address:	PO BOX 309		
04 City:	ADAMSVILLE	4M City:	ADAMSVILLE		
05 Zip:	35005	ip4:	0241		
4A County:	JEFFERS	<div style="border: 1px solid black; padding: 5px;"> WinPLUS  Outlets exist. You must first delete all outlets associated with this Entity.  <div style="text-align: center;">OK</div> </div>			
07 Phone:	(205)221-				
7B Fax:	( ) - 2				
7D Interlib. Rel.: ME		7G FSCS	Y	08 Population of the Legal Service Area: 4,965	
7E Legal	CI	7H Geo.:	CI1	09 Number of Centrals: 1	
7F Admin.	SO			10 Number of Branches: 0	
				11 Number of Bookmobiles: 0	

If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet'. Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to complete the structure change.

**Note:** If the user selects an administrative entity that is changing to an outlet, that itself has outlets, these must be reconciled before the administrative entity can become an outlet. This is because outlets must be attached to an administrative entity.

To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage (if the outlet type code is CE or BR) and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

### 5.6.4 Merge Two Or More Administrative Entities

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Changes' menu, and select 'OK' to continue. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under both their old and new FSCS ID #s.)

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Merge Administrative Entities

Select Administrative Entity(ies)

	LIBID	LIBNAME	CITY	FSCSKEY
▶	100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
	100-001	ARLEY LIBRARY	COLUMBIA	AL0002
	100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
	100-003	DORA PUBLIC LIBRARY	DORA	AL0004
	100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
	100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
	100-006			AL0007
	100-008			AL0009
	101-000			AL0010
	101-001			AL0011
	101-002			AL0012
	999-028			AL0013
	101-004	CHEROKEE COUNTY PUBLIC LIBRARY	CENTRE	AL0014
	101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
	101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
	101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
	101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
	101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
	999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020

WinPLUS

Select two or more Administrative Entities to be Merged

OK      Cancel

Continue      Cancel

Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* You will then receive the message 'Do you want to carry over one of the Administrative Entities?'

If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted.*

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Merge Administrative Entities

Select Administrative Entity(ies)

	LIBID	LIBNAME	CITY	FSCSKEY
	100-001	ARLEY LIBRARY	COLUMBIA	AL0002
▶	100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001

WinPLUS

Do you want to carry over one of the Administrative Entities?

Yes      No

The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank.

WinPLUS - Administrative Structure Changes		Alabama		FY-2002	
Merge Administrative Entities					
1A FSCS: AL8009				Page 1	
Identification					
01 LIBID:	AL8009	02 Name:	-2		
Street Address			Mailing Address		
03 Address:	-2	3M Address:	-2		
04 City:	-2	4M City:	-2		
05 Zip:	-2	06 Zip4:	-1	5M Zip:	-2
				6M Zip4:	-1
4A County:	-2				
07 Phone:	( ) -2	7A Web Address:	http://-2		
7B Fax:	( ) -2	7C E-mail Address:	-2		
Population					
7D Interlib. Rel.:	-2	7G FSCS	?	08 Population of the Legal Service Area:	-2
Service Outlets					
7E Legal	-2	7H Geo.:	-2	09 Number of Centrals:	-2
7F Admin.	-2			10 Number of Branches:	-2
				11 Number of Bookmobiles:	-2
Cancel Merge		Save Now		Cancel Changes	
				Previous Page	
				Next Page	
				Exit	

Next, the 'Merge Administrative Entities' screen is displayed. Enter the data for the newly merged administrative entity record. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Select 'Save Now' or 'Exit' to save the data, or select 'Cancel Merge' to cancel the structure change and return to the 'Administrative Entity Structure Changes' menu.

### 5.6.5 Delete Closed Administrative Entity (Library did not merge or change)

If you want to delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Changes' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* When you choose 'Close', you will be asked 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Close Administrative Entity

1A FSCS: AL0157      Page 1

Identification

01 LIBID: 999-001      02 Name: AKRON PUBLIC LIBRARY

Street Address      Mailing Address

03 Address: FIRST AVENUE SOUTH      3M Address: PO BOX 8

04 City: AKRON      4M City: AKRON

05 Zip: 35441      Zip4: 0008

4A County: HALE

07 Phone: (205)372-31      Yes      No

7B Fax: ( ) - 2

Population

7D Interlib. Rel.: NO      7G FSCS: Y      08 Population of the Legal Service Area: 2,497

7E Legal: CI      7H Geo.: CI1      09 Number of Centrals: 1

7F Admin.: SO      10 Number of Branches: 0

11 Number of Bookmobiles: 0

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.



### 5.6.6 Delete Incorrect Record

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Changes' and choose 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Click on 'Delete'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Delete incorrect Administrative Entity record

1A FSCS: AL0076      Page 1

Identification

01 LIBID: 107-001      02 Name: ATHENS-LIMESTONE PUBLIC LIBRARY

Street Address      Mailing Address

03 Address: 405 EAST SOUTH STREET      3M Address: 405 EAST SOUTH STREET

04 City: ATHENS      4M City: LIMESTONE

05 Zip: 35611      Zip4: 2664

4A County: LIMESTONE

07 Phone: (256)232-12      7B Fax: ( ) - 2

7D Interlib. Rel.: NO      7G FSCS: Y      08 Population of the Legal Service Area: 65,433

7E Legal: CO      7H Geo.: CO1      09 Number of Centrals: 1

7F Admin: SO      10 Number of Branches: 0

11 Number of Bookmobiles: 0

Do you want to delete this Administrative Entity and all of its Outlets?

Yes      No

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

### 5.6.7 Restore Previous Deletion

To restore an administrative entity record, choose 'Restore Previous Deletion' from the 'Administrative Entity Structure Changes' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)

WinPLUS - Administrative Structure Changes      Alabama      FY-2002

Restore Administrative Entity record

Select an Administrative to Restore

	FSCS	LIBID	LIBNAME	CITY
	AL0153	514-000	CALHOUN CO. PUBLIC LIBRARY	ANNISTON
	AL0185	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
	AL0230	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
	AL0183	999-027	CLARKE COUNTY LIBRARY DE	GROVE HILL
	AL0224	FSCS 215	GARDEN CITY PUBLIC LIBRARY	GARDEN CITY
	AL0213	FSCS 150	HENRY COUNTY LIBRARY AUT	COLUMBIA
	AL0137	-1	JEFFERSON CO LIBRARY COOP	BIRMINGHAM
	AL0108	501-000	JEFFERSON CO LIBRARY COOP	BIRMINGHAM
	AL0089	501-000	JEFFERSON CO LIBRARY COOP	BIRMINGHAM
	AL0221	516-000	LAUDERDALE COUNTY REGION	FLORENCE
	AL8001	AL8001 - 1	LIBRARY MANAGEMENT NETW	DECATUR
	AL0008	100-007	LYNN PUBLIC LIBRARY	LYNN
	AL0138	510-010	MILDRED B HARRISON REGION	COLUMBIANA
	AL8002	AL8002 - 1	MOUNT VERNON PUBLIC LIBRA	MT VERNON
	AL0058	105-000	MUSCLE SHOALS REGIONAL	FLORENCE
▶	AL0139	511-000	PICKENS COUNTY COOPERATI	CARROLLTON
	AL0207	512-006	STEELE	STEELE
	AL0150	513-000	SUMTER COUNTY LIBRARY SY	LIVINGSTON

Restore      Cancel

Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Choose 'Restore'.

WinPLUS - Administrative Structure Changes		Alabama		FY-2002	
Restore Administrative Entity record					
1A FSCS: AL0139				Page 1	
Identification					
01 LIBID:	511-000	02 Name:	PICKENS COUNTY COOPERATIVE LIBRARY		
Street Address		Mailing Address			
03 Address:	35 COURT SQUARE - ROOM 105	3M Address:	-2		
04 City:	CARROLLTON	4M City:	-2		
05 Zip:	35447	06 Zip4:	0001	5M Zip:	-2
				6M Zip4:	-1
4A County:	PICKENS				
07 Phone:	(205)367-8407	7A Web Address:	http://-2		
7B Fax:	( ) - -2	7C E-mail Address:	-2		
7D Interlib. Rel.:		7G FSCS	Population		
HQ		N	08 Population of the Legal Service Area:		
			-2		
7E Legal		7H Geo.:	Service Outlets		
CO		-1	09 Number of Centrals:		
			-2		
7F Admin.			10 Number of Branches:		
SO			-2		
			11 Number of Bookmobiles:		
			-2		
Cancel Restore		Save Now		Cancel Changes	
Previous Page		Next Page		Exit	

The historical database only restores data for data elements 1 through 7 and 7D through 7H. Enter the data for the remaining items now or later from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.



## 5.7 Outlet Structure Changes

This option allows the user to add new outlets, delete closed outlets, merge two or more outlets, change outlets into administrative entities, and move outlets to new administrative entities. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

### 5.7.1 Edit Checking During Outlet Structure Changes

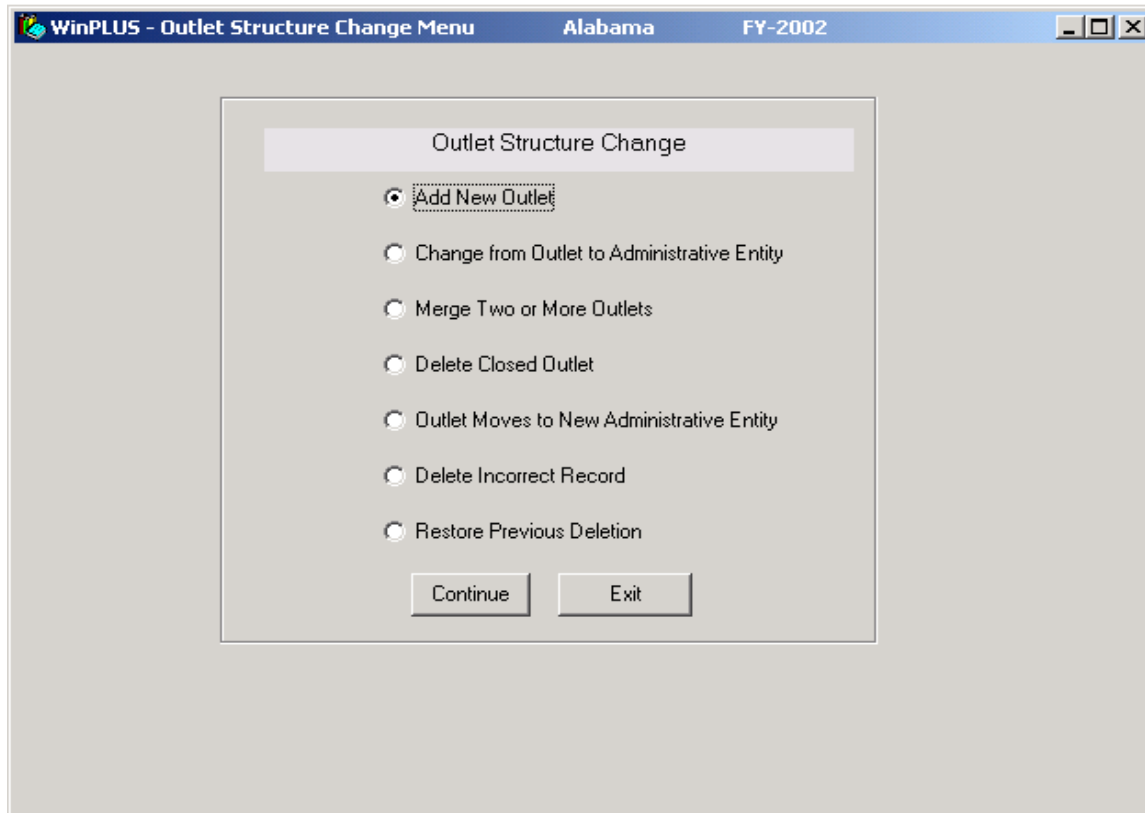
During 'Outlet Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; alphabetic entries in numeric fields; and totals that are not equal to the sum of their parts when all parts are greater than or equal to 0).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

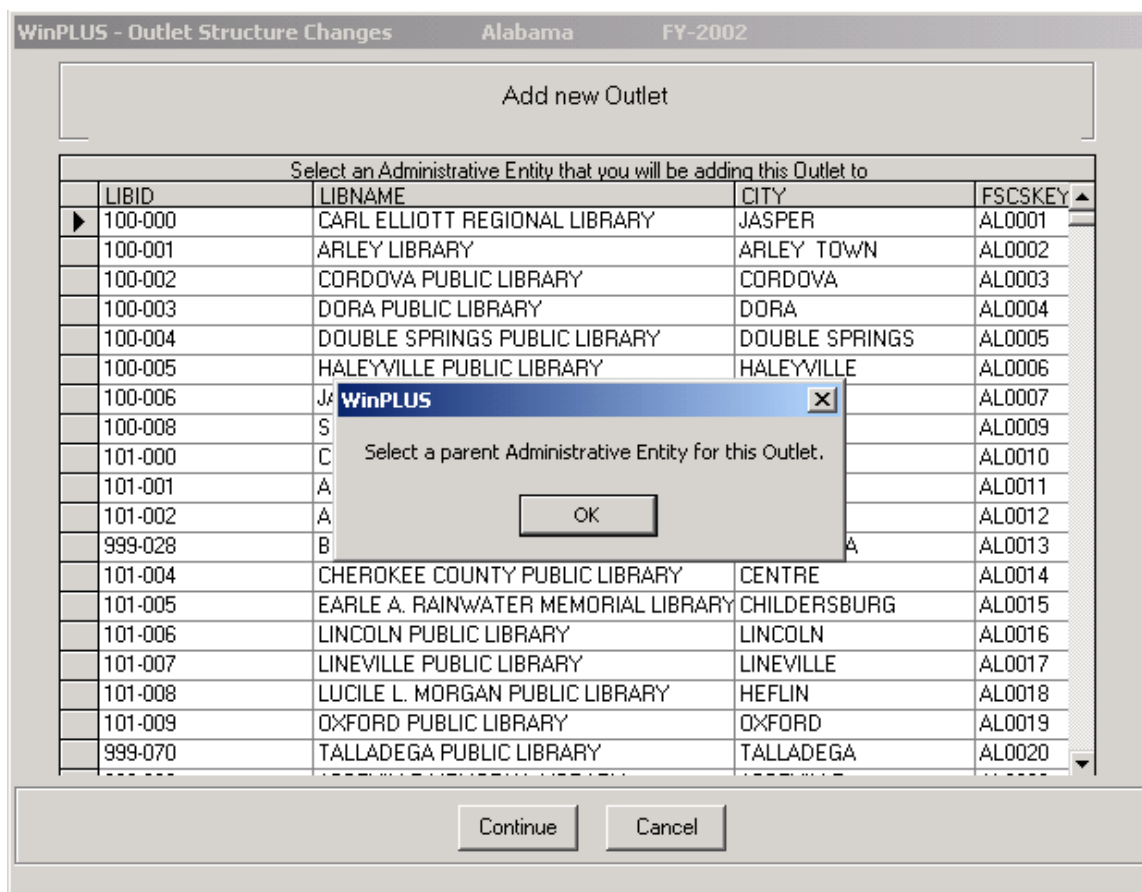
**Outlet Structure Change Menu**

To access the 'Outlet Structure Change Menu', select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the user options for making structural changes to outlet records.



### 5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Changes Menu'. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.



Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'

WinPLUS - Outlet Structure Changes		Alabama		FY-2002	
Add new Outlet					
Outlets					
01 LIB ID:	<input type="text" value="AL0017-004"/>		1A FSCS ID:	<input type="text" value="AL0017"/>	<input type="text" value="004"/>
02 Name:	<input type="text" value="LINEVILLE PUBLIC LIBRARY"/>				
03 Address:	<input type="text" value="60119 HWY. 49"/>				
04 City:	<input type="text" value="LINEVILLE"/>		05 County:	<input type="text" value="CLAY"/>	
06 Zip:	<input type="text" value="36266"/>	07 Zip4:	<input type="text" value="0482"/>	08 Phone:	<input type="text" value="(256)396-5734"/>
09 Outlet Type Code:	<input type="text" value="-2"/>		11 Square Footage:	<input type="text" value="-2"/>	
10 Metropolitan Status code:	<input type="text" value="-2"/>		12 Number of Bookmobiles:	<input type="text" value="-2"/>	
Cancel Add    Save Now    Cancel Changes    Previous Page    Next Page    Exit					

Select 'Yes' to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. (Note: The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, WinPLUS automatically generates one based on the FSCS ID# of the parent administrative entity, with the addition of a 3-digit suffix that uniquely identifies the outlet. WinPLUS automatically generates the FSCS ID#.)

Use 'Tab' or 'Enter' to move to other data elements. Enter data for elements 09 through 11 now, or later from WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes, or 'Cancel Add' to cancel the procedure.



### 5.7.3 Change from Outlet to Administrative Entity

To change from an outlet to an administrative entity, select 'Change from Outlet to Administrative Entity' from the 'Outlet Structure Changes Menu' and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)

The dialog box titled "WinPLUS - Structure Change" for "Alabama" and "FY-2002" displays a table of outlets. The table has four columns: LIBID, LIBNAME, CITY, and FSCSKEY. The first row is highlighted with a gray box. Below the table are two buttons: "Change to Entity" and "Cancel".

Select Outlet(s)			
LIBID	LIBNAME	CITY	FSCSKEY
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
501-001	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL0090
104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157
506-000	ALABAMA CITY PUBLIC LIBRARY	GADSDEN	AL0117
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
AL0154-006	ANNISTON-CALHOUN COUNTY BOOKMOBIL	ANNISTON	AL0154
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124
999-075	ARITON PUBLIC LIBRARY	ARITON	AL0023
999-002	ASHFORD BRANCH LIBRARY	ASHFORD	AL0158
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076
505-001	ATMORE PUBLIC LIBRARY	ATMORE	AL0114
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052

Change to Entity      Cancel

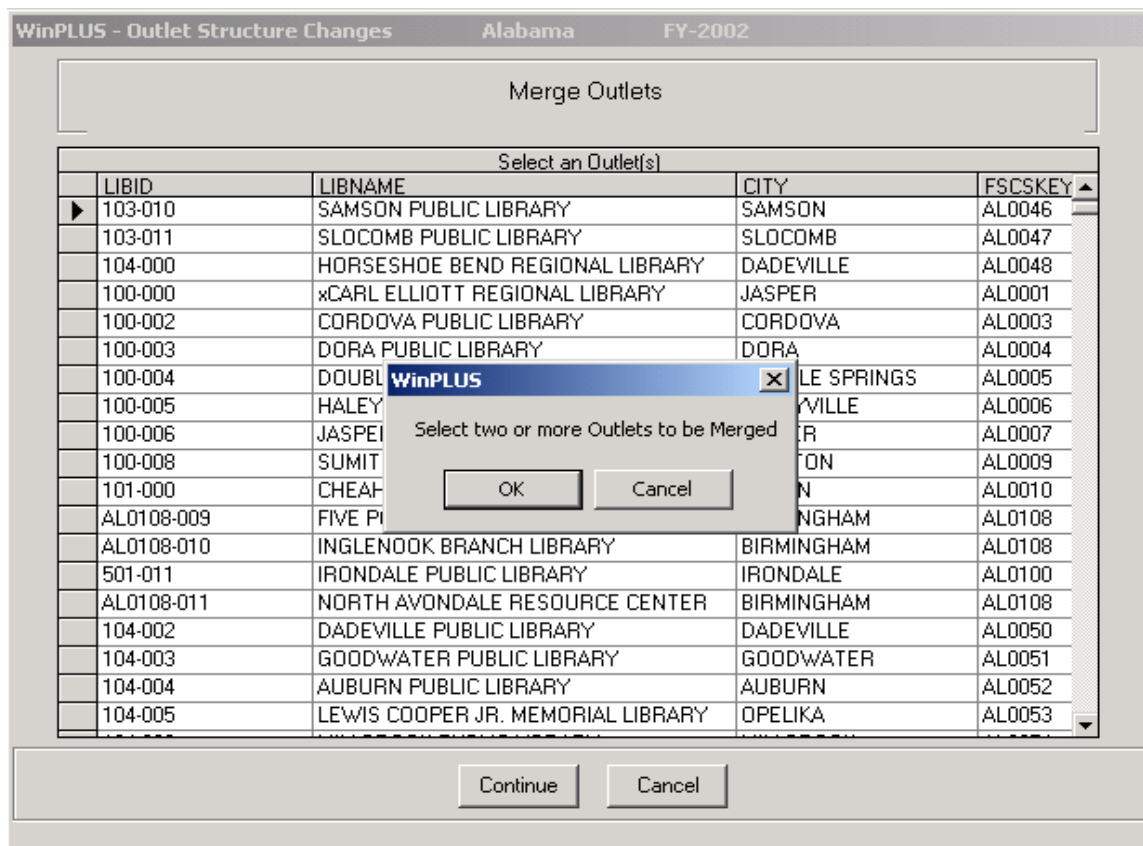
A window listing all outlets is displayed. Select the outlet that will be changed to an administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Change to Entity' to continue with the structure change. The following message will be displayed: 'Change This Outlet to an Administrative Entity with a new FSCS ID#?' Select 'Yes' to continue.

If you select 'Yes', the 'Change Outlet to an Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet to Entity' to cancel the structure change.

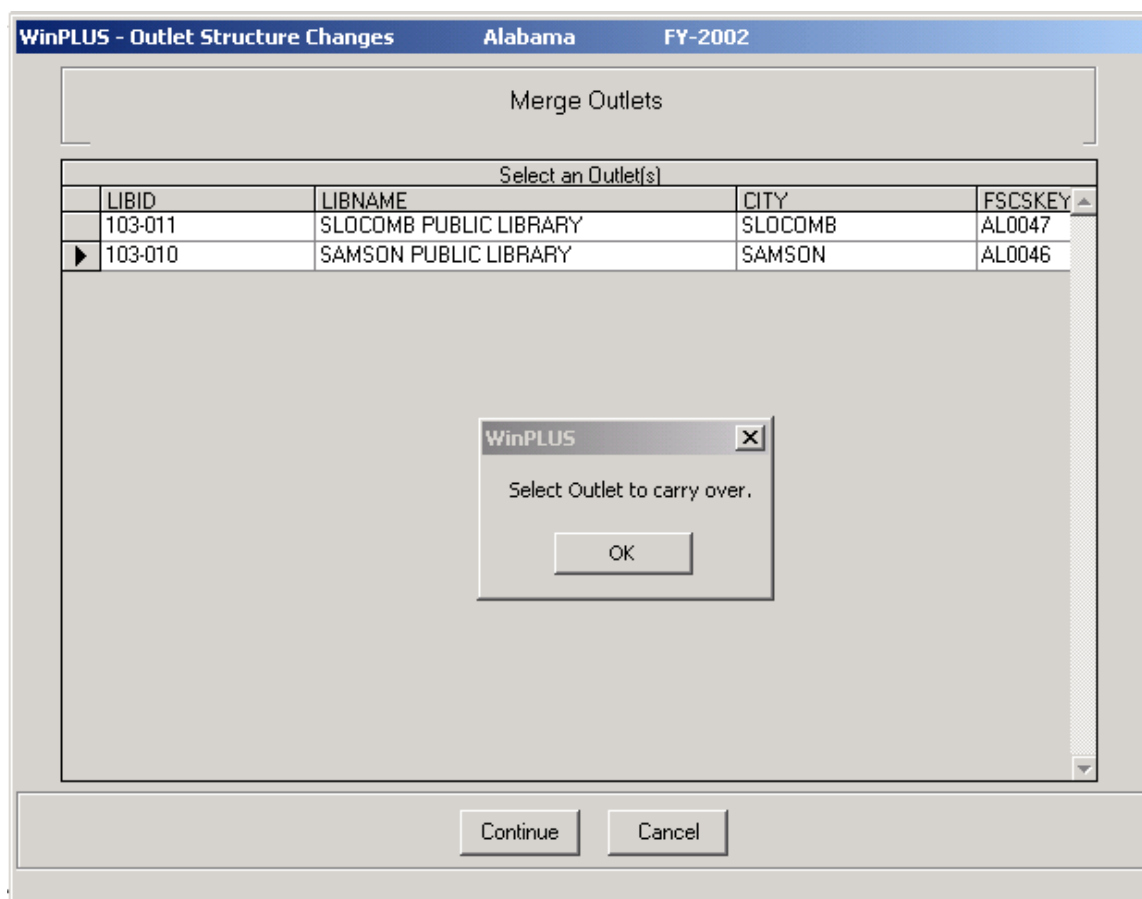
WinPLUS - Outlet Structure Changes		Alabama		FY-2002	
Change Outlet to an Administrative Entity					
1A FSCS: AL8011				Page 1	
Identification					
01 LIBID: AL8011		02 Name: ABBEVILLE MEMORIAL LIBRARY			
Street Address			Mailing Address		
03 Address: 301 KIRKLAND STREET		3M Address: -2			
04 City: ABBEVILLE		4M City: -2			
05 Zip: 36310		06 Zip4: 2419		5M Zip: -2	
				6M Zip4: -1	
4A County: HENRY					
07 Phone: (334)585-2818		7A Web Address: http://-2			
7B Fax: ( ) -2		7C E-mail Address: -2			
Population					
7D Interlib. Rel.: -2		7G FSCS: ?		08 Population of the Legal Service Area: -2	
7E Legal: -2		7H Geo.: -2		09 Number of Centrals: -2	
7F Admin: -2				10 Number of Branches: -2	
				11 Number of Bookmobiles: -2	
Cancel Outlet to Entity		Save Now		Cancel Changes	
		Previous Page		Next Page	
				Exit	

### 5.7.4 Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.) Next, you will be prompted to 'Select two or more Outlets to be Merged' from a list of all outlets.



Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* If you continue, a message will ask 'Do you want to carryover one of the outlets?'



If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under section 5.7.2—Add New Outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

### 5.7.5 Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Select Outlet(s)			
LIBID	LIBNAME	CITY	FSCSKEY
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
501-001	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL0090
104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157
506-000	ALABAMA CITY PUBLIC LIBRARY	GADSDEN	AL0117
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
AL0154-006	ANNISTON-CALHOUN COUNTY BOOKMOBIL	ANNISTON	AL0154
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124
999-075	ARITON PUBLIC LIBRARY	ARITON	AL0023
999-002	ASHFORD BRANCH LIBRARY	ASHFORD	AL0158
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076
505-001	ATMORE PUBLIC LIBRARY	ATMORE	AL0114
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052

Delete Outlet      Cancel

Next a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed. A window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?'

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Close Outlet

Outlets

01 LIB ID: 999-033      1A FSCS ID: AL0022      002

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE

06 Zip: 36310      07 Zip4: 24

09 Outlet Type Code: CE      11 Square Footage: -1

10 Metropolitan Status code: NO      12 Number of Bookmobiles: 0

Do you want to delete this Outlet?

Yes      No

HENRY

(334)585-2818

Select 'Yes' to delete the closed outlet. Select 'No' to return to the 'Outlet Structure Changes Menu'.

Note: If an outlet closes temporarily, the user should:

1. Close the outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change Menu'.
2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change Menu'.

### 5.7.6 Outlet Moves to New Administrative Entity

To move an outlet to a new administrative entity, select 'Outlet Moves to New Administrative Entity' from the 'Outlet Structure Changes Menu'. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)

The dialog box titled "WinPLUS - Structure Change" for "Alabama" and "FY-2002" contains a table titled "Select Outlet(s)". The table has four columns: LIBID, LIBNAME, CITY, and FSCSKEY. A list of outlets is displayed, with the row for "104-001 ADELIA MCCONNELL RUSSELL LIBRARY ALEXANDER CITY AL0049" highlighted. At the bottom of the dialog are two buttons: "Move Outlet to New Entity" and "Cancel".

LIBID	LIBNAME	CITY	FSCSKEY
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
501-001	ADAMSVILLE PUBLIC LIBRARY	ADAMSVILLE	AL0090
▶ 104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157
506-000	ALABAMA CITY PUBLIC LIBRARY	GADSDEN	AL0117
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
AL0154-006	ANNISTON-CALHOUN COUNTY BOOKMOBIL	ANNISTON	AL0154
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124
999-075	ARITON PUBLIC LIBRARY	ARITON	AL0023
999-002	ASHFORD BRANCH LIBRARY	ASHFORD	AL0158
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076
505-001	ATMORE PUBLIC LIBRARY	ATMORE	AL0114
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052

Next, a window listing all outlets is displayed. Select the outlet that will be moved to a new administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* To proceed, select 'Move Outlet to New Entity'. Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Move Outlet

Select an Administrative Entity that you will be adding this Outlet to

	LIBID	LIBNAME	CITY	FSCSKEY
▶	100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
	100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
	100-008	SUMITON PUBLIC LIBRARY	SUMITON	AL0009
	101-000	CHEAHA REGIONAL LIBRARY	HEFLIN	AL0010
	101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011
	101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012
	999-028	B	WinPLUS	AL0013
	101-004	C		AL0014
	101-005	E.		AL0015
	101-006	LI		AL0016
	101-007	LI		AL0017
	101-008	LI		AL0018
	101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
	999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
	999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022
	999-075	DOT LANEY MEMORIAL LIBRARY	ARITON	AL0023
	999-035	BLANCHE R. SOLOMON MEMORIAL LIBRARY	HEADLAND	AL0024
	999-061	TUPPER LIGHTFOOT MEMORIAL LIBRARY	BRUNDIDGE	AL0025
	999-079	OZARK-DALE COUNTY PUBLIC LIBRARY	OZARK	AL0026

Select a parent Administrative Entity for this Outlet.

OK

Continue      Cancel

Select the administrative entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.



### 5.7.7 Delete Incorrect Record

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Changes Menu'. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change. Next, a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?'

WinPLUS - Outlet Structure Changes   Alabama   FY-2002

Delete incorrect Outlet record

Outlets

01 LIB ID: AL0154-006      1A FSCS ID: AL0154 006

02 Name: ANNISTON-CALHOUN COUNTY BOOKMOBILE

03 Address: 108 EAST 10TH STREET

04 City: ANNISTON

06 Zip: 36202      07 Zip4: 0000

09 Outlet Type Code: BS

10 Metropolitan Status code: NO

11 Square Footage: -3

12 Number of Bookmobiles: 1

Do you want to delete this Outlet?

Yes No

Select 'Yes' to confirm the deletion, or select 'No' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

### 5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Changes Menu'. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.

WinPLUS - Outlet Structure Changes      Alabama      FY-2002

Restore Outlet record

Select an Outlet to Restore				
	FSCS	LIBID	LIBNAME	CITY
▶	AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOOTHAN
	AL0195	999-046	CRAIG BRANCH LIBRARY	SELMA
	AL0195	999-036	WEST BOULEVARD BRANCH	MONTGOMERY
	AL0196	999-047	TUSCALOOSA PUBLIC LIBRARY	TUSCALOOSA
	AL0187	999-036	EASTDALE BRANCH LIBRARY	MONTGOMERY
	AL0187	999-036	PERRY HILL ROAD BRANCH LI	MONTGOMERY
	AL0187	999-036	SOUTHLAWN LIBRARY	MONTGOMERY
	AL0075	AL0075-004	WHEELER BASIN REGIONAL LI	DECATUR
	AL0008	100-007	LYNN PUBLIC LIBRARY	LYNN
	AL0161	999-005	BRENT-CENTREVILLE PUBLIC	CENTREVILLE
	AL0168	999-012	GREENVILLE-BUTLER CO. PUB	GREENVILLE
	AL0193	999-044	FAYETTE COUNTY MEMORIAL	FAYETTE
	AL0175	999-019	SCOTTSBORO PUBLIC LIBRAR	SCOTTSBORO
	AL0212	999-064	ALABAMA LIBRARY EXCHANGE	HUNTSVILLE
	AL0187	999-036	NORMANDALE ARCADE BRANC	MONTGOMERY
	AL0109	504-000	DEKALB COUNTY PUBLIC LIBR	FORT PAYNE
	AL0154	514-001	ANNISTON-CALHOUN COUNTY	ANNISTON
	AL0158	999-002	HOUSTON-LOVE MEMORIAL LI	DOOTHAN

Restore      Cancel

Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change.

Next, a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'

WinPLUS - Outlet Structure Changes   Alabama   FY-2002

Restore Outlet record

Outlets

01 LIB ID: -1      1A FSCS ID: AL0086   002

02 Name: OSCAR JOHNSON MEMORIAL LIBRARY

03 Address: 1 SOUTH 6TH STREET

04 City: SILVERHILL      Baldwin

06 Zip: 36576   07 Zip4: -1      ( ) - -1

09 Outlet Type Code: CE      11 Square Footage: -2

10 Metropolitan Status code: NC      12 Number of Bookmobiles: 0

WinPLUS

Do you want to restore this Outlet?

Yes   No

Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Changes Menu'. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Changes Menu' is then displayed.

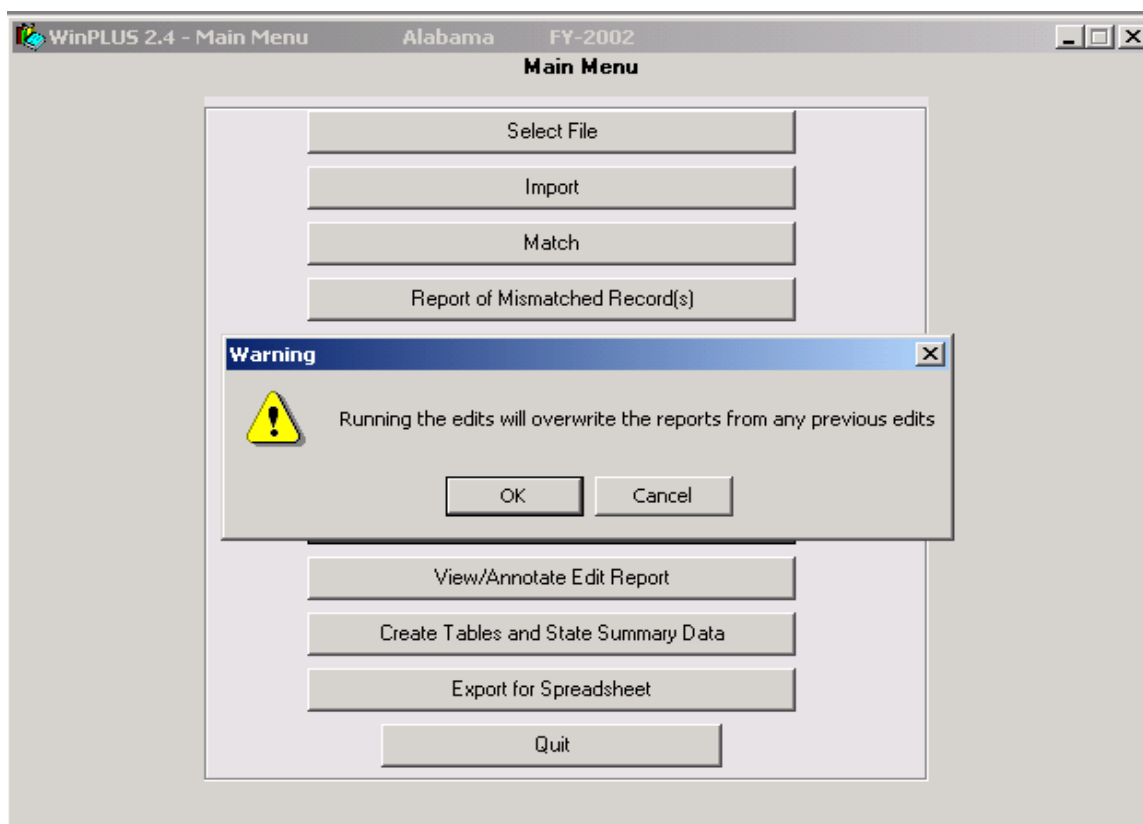


## 5.8 Edit Checks (Current-Year and Historical)

Following data entry, the user should select WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)' to generate a complete edit report. (The report is displayed on the next page.) The edit report includes:

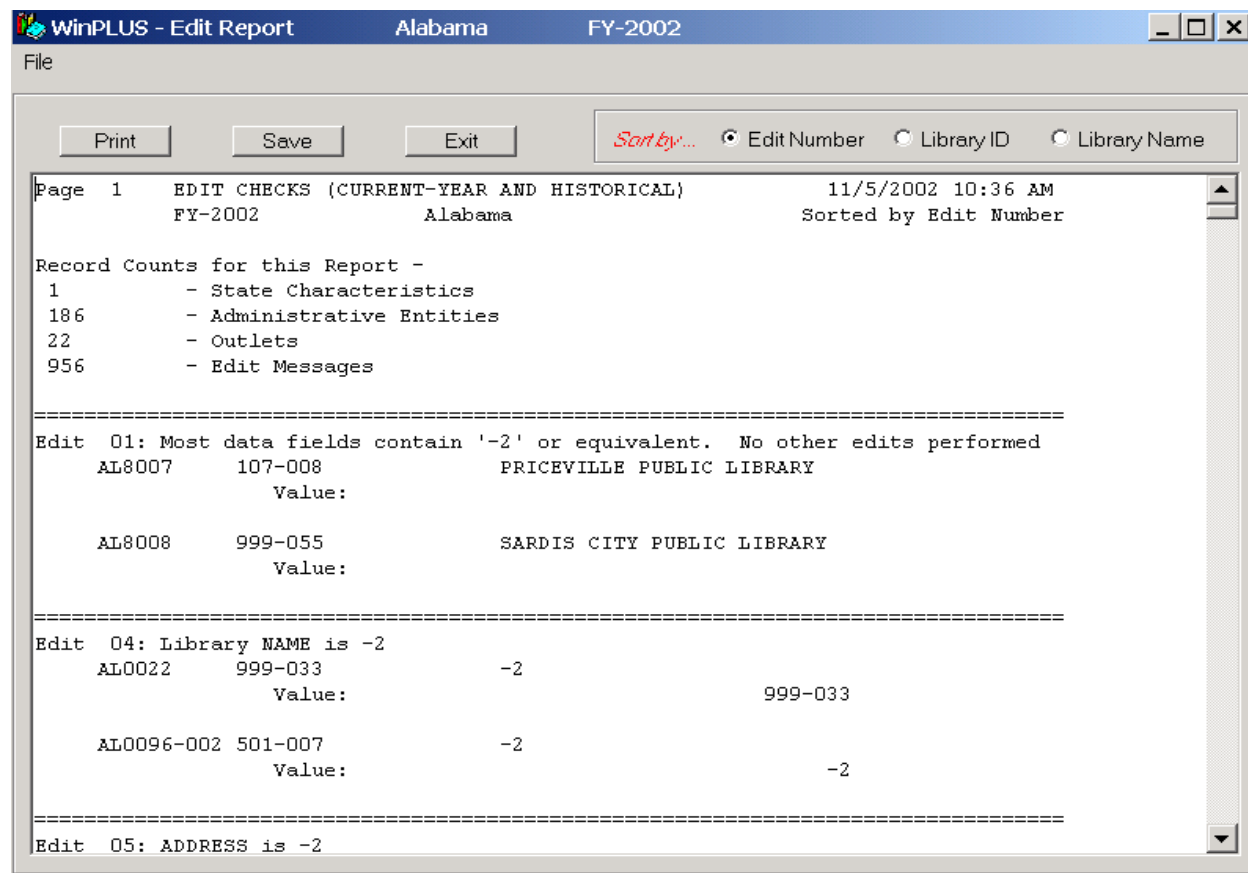
- Current-year edit checks based on the criteria in Appendix G—Current-Year Edit Checks and
- Historical edit checks (i.e., comparisons of current-year to prior-year data) based on the criteria in Appendix H—Historical Edit Checks.

Your data submission should include an **annotated final edit report**. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Note: Please read section 5.9—View/Annotate Edit Report before annotating the edit report using WinPLUS!**



Select 'Edit Checks (Current-Year and Historical)' when you are ready to create your edit report. **If you have previously performed this operation, you will receive the message 'Running the edits will overwrite the reports from any previous edits'.** Choose 'Cancel' to return to the WinPLUS Main Menu, or choose 'OK' to continue.

The edit report is saved as a text file called EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt based on the 'Sort by' format you select (i.e., Library Name or Edit Number), shown in the following screen. After running the edit checks, you can 'Print' or 'Save' the report.



### 5.8.1 Current-Year Edit Checks

The current-year edit checks, performed for administrative entities and outlets, include the following types of edits:

- 'Out-of-range' edits (e.g., 'Average Public Service Hours per Outlet per week is less than 10'). An edit message is generated if the values for a data element fall outside the range.
- 'Relational edits' (e.g., 'Total Operating Expenditures is less than 75% of Total Operating Income', or 'ALA-MLS is greater than Total Librarians'). An edit message is generated if the values for two or more data elements are not within a predetermined limit.
- 'Arithmetic edits' (e.g., 'Total Operating Income is not equal to the sum of the parts'). An edit message is generated if the detail does not equal the reported total.

### 5.8.2 Historical Edit Checks

The historical edit checks are generated *automatically* following the generation of the current-year edit checks, under WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. They are performed for administrative entities, but not for outlets. The historical check compares the current-year to prior-year data reported by each library based on the criteria in Appendix H—Historical Edit Checks.

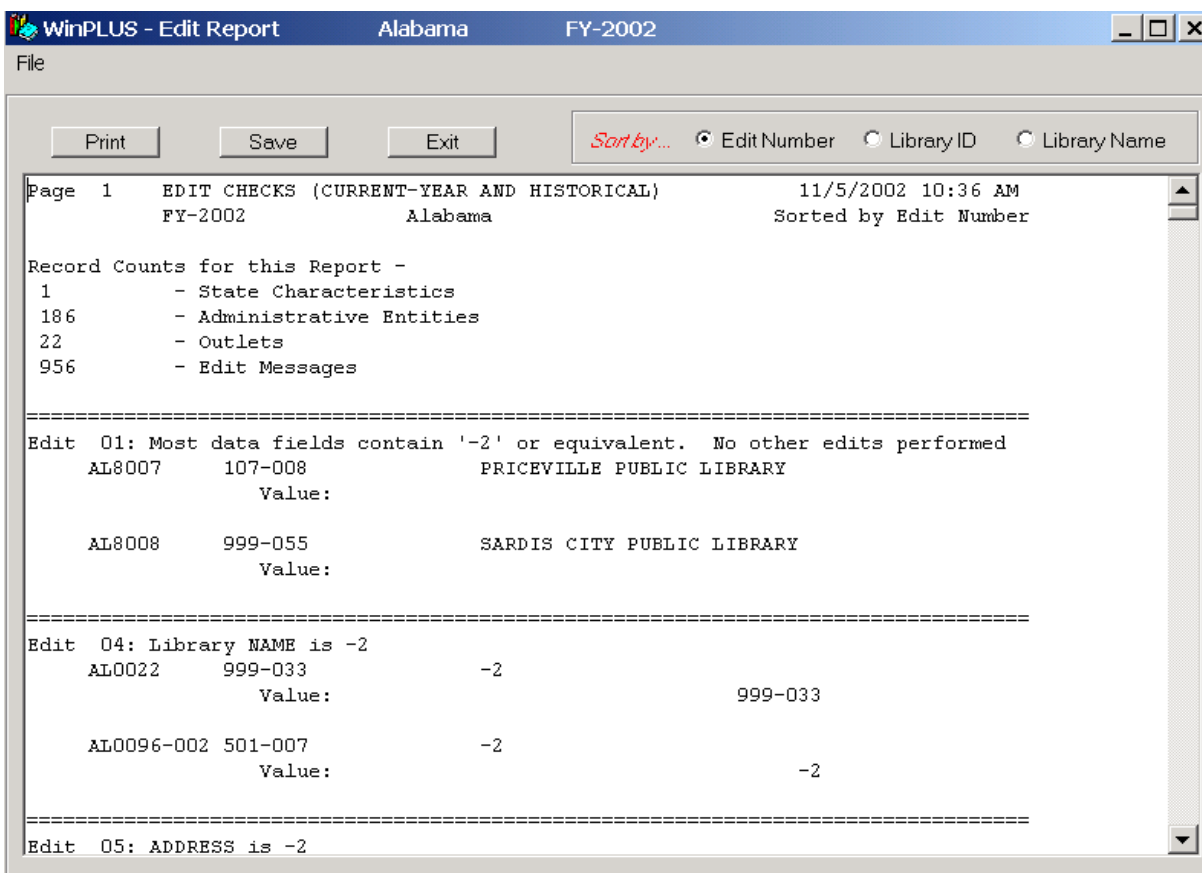




## 5.9 View/Annotate Edit Report

Your data submission should include an annotated final edit report. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. To annotate the final edit report using WinPLUS, select the option 'View/Annotate Edit Report' from the WinPLUS Main Menu. (See important note about this option at bottom of page!)

Note: This option is not applicable to users who plan to annotate the edit report by hand, or in Word or another word processing package. You should proceed with annotations by either method after generating the final edit report from WinPLUS Menu option 'Edit Checks (Current-Year and Historical)'. The edit report is saved as a text file called EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, based on the 'Sort by' format you select, that can be opened in Word, for example, for annotations.



### **IMPORTANT! Read the following before using the 'View/Annotate Edit Report' option:**

- Before annotating the edit report using the 'View/Annotate Edit Report' option, you must select option 'Edit Checks (Current-Year and Historical)' from the WinPLUS Main Menu to generate the **final** edit report.
- Your annotations will be saved and displayed *only* in the version you annotate—i.e., either the 'Edit Number' version (EditsByEditNum\_XX.rpt), 'Library ID' version (EditsByLibID\_XX.rpt), or 'Library Name' version (EditsByName\_XX.rpt). **ANNOTATE ONLY ONE VERSION.**
- **DO NOT re-run the edit checks after you begin annotating!** If you do, the edit report file will be overwritten, and all annotations will be lost!



## 5.10 Create Tables and State Summary Data

Select the option 'Create Tables and State Summary Data' from the WinPLUS Main Menu to create tables and state summary data.

### 5.10.1 Single Library Tables

Select the 'Create Tables and State Summary Data' option from the WinPLUS Main Menu to create Single Library Tables. Choose 'Reports' and then 'Single Library Tables' to display the list of available tables (see below). The tables include data for selected items for all the individual public libraries in the state. For example, table 5 includes the amount and percent of income by source.

1. Population Served by State
2. Number and Type of Outlets
3. Number and Type of Staff
4. Population of LSA and Number of FTE Staff
5. Amount and Percent of Income, by Source
6. Income and Per Capita Income, by Source
7. Expenditures and Percent of Expenditures, by Type
8. Staff Expenditures
9. Capital Outlay by Outlay Category
10. Library Materials (Number/Per Capita/Per 1,000), by Type
11. Public Service Hours
12. Library Visits and Reference Trans.
13. Circulation and Loan Trans.
14. Circulation of Children's Materials and Program Attendance
15. Materials in Electronic Format and Electronic Access

Use the arrows at the bottom of the screen to move to the desired table. Select 'Print' at the bottom of the screen to print the table.

Table 1 is shown below:

**Table 1 - Public libraries in Alabama by population of legal service area: 2002**

Library Name	Total population of legal service area*
ABBEVILLE MEMORIAL LIBRARY	2,987
ADAMSVILLE PUBLIC LIBRARY	4,965
ADELIA MCCONNELL RUSSELL LIBRARY	15,008
AKRON PUBLIC LIBRARY	2,497
ALBERT L. SCOTT LIBRARY	22,619
ALBERTVILLE PUBLIC LIBRARY	17,247
ALICEVILLE PUBLIC LIBRARY	2,567
ANDALUSIA PUBLIC LIBRARY	8,794
ANNIE L. AMBREY PUBLIC LIBRARY	6,563
ANNISTON-CALHOUN COUNTY PUBLIC LIB.	86,368
ARAB PUBLIC LIBRARY	7,174
ASHLAND CITY PUBLIC LIBRARY	1,965
ASHVILLE PUBLIC LIBRARY	2,260
ATHENS-LIMESTONE PUBLIC LIBRARY	65,433
ATMORE PUBLIC	7,676
ATTALLA-ETOWAH CO. PUBLIC LIBRARY	6,592
AUBURN PUBLIC LIBRARY	42,987

Report Navigator    Print    Exit

Use the scroll bar to the right of the table to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

### 5.10.2 2-Year State Summary Data

A table of 2-year state summary data is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Percent Change and Net Change'. The table is shown below.

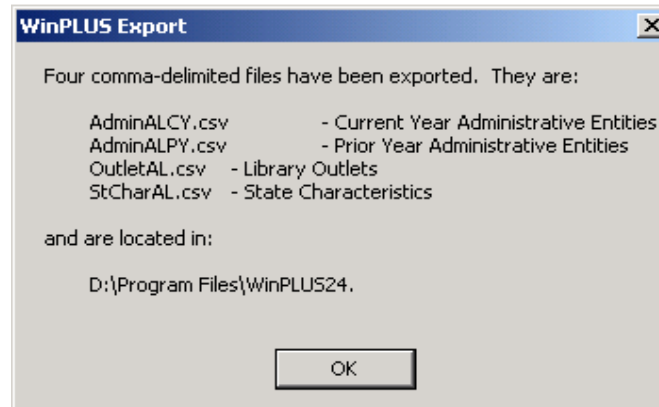
Data Item	FY 2001 State Total	FY 2002 State Total	Percent Change	Net Change
<b>State Characteristics Items:</b>				
Official State Population Estimate	4,447,100	4,156,222	-6.5	-290,878
Total Unduplicated Pop of LSA	4,447,100	4,156,222	-6.5	-290,878
<b>Administrative Entity Items:</b>				
Pop of Legal Service Area	4,447,100	4,447,100	0.0	
Central Library	206	206	0.0	
Branch Library	77	77	0.0	
Bookmobiles	17	17	0.0	
ALA-MLS	242	242	0.0	
Total Librarians	650	650	0.0	
Other Paid Employees	895	895	0.0	
Total Paid Employees	1,545	1,545	0.0	
Local Government	56,666,450	56,666,450	0.0	
State Government	4,239,309	4,239,309	0.0	

Use the arrows at the bottom of the screen to scroll through the table. Select 'Print' at the bottom of the screen to print the table.



## 5.11 Export for Spreadsheet

Select 'Export for Spreadsheet' from the WinPLUS Main Menu to create four comma-delimited files for use at the state level (i.e., not for submission to NCES). This WinPLUS option is provided in response to user request. The files will automatically be placed in the same directory where the WinPLUS software is installed. The four files are: current-year and prior-year administrative entities files, the outlet file, and the state characteristics file.



You can open the comma-delimited files in Excel. Note: You will need to reformat the column for telephone numbers. If you have a leading 0 in your zip codes, you will need to format the Zip Code Column: Select the column, then 'Format', then 'Cells'. Then under 'Category' select 'Special'. Then under type, you can type in five zeros for 1<sup>st</sup> zip code and 4 zeroes for 4 digit zip code. It will place the missing zeroes in the column.

## 5.12 Quit

To exit WinPLUS, select the 'Quit' button on the WinPLUS Main Menu.

**Note: The 'Quit' button is also used to run the Non-response (-2) Report prior to submitting your final data (see next section).**



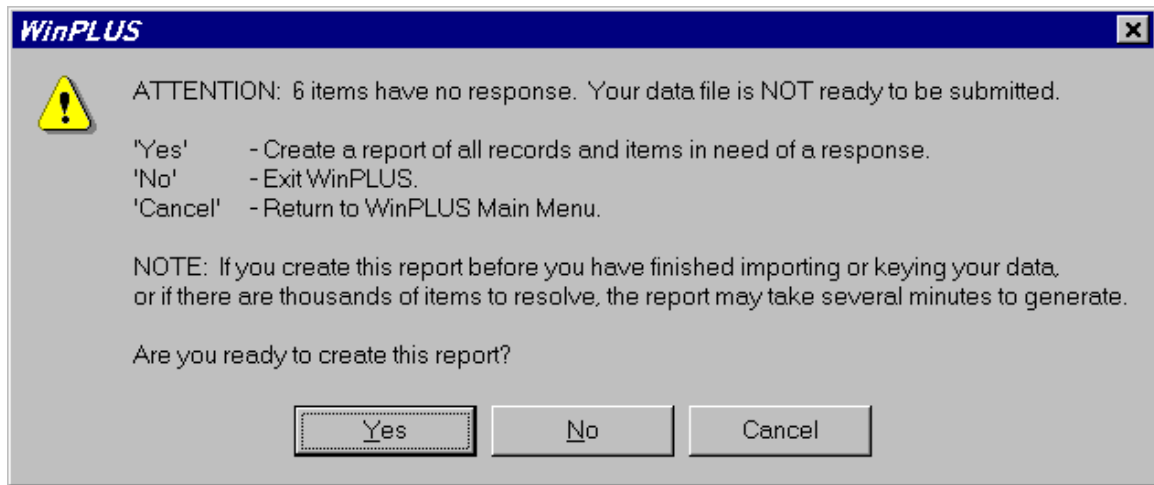


## 6 Prepare File for Submission

When your data are edited and final, run the 'Non-response (-2) Report' by selecting the 'Quit' option on the WinPLUS Main Menu.

**Note:**

- No data file containing -2s will be accepted for submission to NCES. When you select the 'Quit' option and then select "Yes", the 'Non-response (-2) Report' will be generated (if applicable), listing the records that contain -2s in the administrative entity file and outlet file, along with the following message: 'The data file contains -2 values and should not be submitted. Please review the report, enter valid data, and rerun this option.'
- This option should be run even if you are zipping/ FTPing your files to send to Census.



The user may view the 'Non-response (-2) Report' by 'Summary' or by 'Detail' by clicking on the desired option. Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records' to replace the -2s with valid data, and then proceed again with the 'Quit' option to verify that no -2s are on your files before submitting the data.

The following screen shows the 'Detail' view of records that contain -2 values. Items with -2s are listed in the column labeled "Non-response Item".

WinPLUS - Non-response Report      Alabama      FY-2002

File

View the...    ☐ Summary    ☒ Detail

Page 1    Detail display of records with missing values    9/17/2002 9:46 AM

Alabama

6 records contain '-2' or '?'.  
6 fields contain '-2' or '?'.

FSCS Item	Lib ID	Library Name	Non-response
AL0157	999-001	AKRON PUBLIC LIBRARY	TOTINCM
AL0167	999-011	JAMES C. POOLE JR. MEMORIAL LIBRARY	FAX_DIR
AL0020	999-070	TALLADEGA PUBLIC LIBRARY	OTHINCM
AL0137	-1	NORTH SHELBY COUNTY LIBRARY	PHONE
AL0163	999-007	SILAS BRANCH LIBRARY	PHONE
AL0197	999-048	MATHESON COMMUNITY LIBRARY	PHONE

Print    Exit

If your data file does not contain -2 values, the following screen will be displayed, providing instructions for submitting your data files.

WinPLUS

Your file has no missing values and is ready for submission.

You need to return your data file and annotated edit report to NCES/Census. The data file is named -  
D:\Program Files\WinPLUS24\fses\_AL\_FY2002.mdb  
and the annotated report is either -  
D:\Program Files\WinPLUS24\EditsByName\_AL.rpt or  
D:\Program Files\WinPLUS24\EditsByEditNum\_AL.rpt,  
depending on which report you annotated. If you used both, you should submit both.

Please refer to the 'Prepare Files for Submission' section in Chapter 6 of the WinPLUS User's Guide for information on your submission options.

OK

**The following materials must be received for your data submission to be complete:**

1. Your final, edited data file (**fscs\_XX\_FYZZZZ.mdb**). Your state abbreviation will replace 'XX' and the fiscal reporting end year will replace 'ZZZZ' in the file name. The file can be sent by Web browser, FTP, e-mail, or regular mail. **Please verify that the file is included in the transmission.**
2. A copy of your annotated final edit report (sent through the same options listed above). Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.
3. The signed State Librarian Certification form. You can find a copy of this form in the letter you received with the user's guide.

In addition, when you are submitting the required materials, the NCES requests that you provide, in writing, the number of hours it took your state to complete the process. The NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

Within one day, Census will review the materials and let you know if anything further is required before edit follow-up.

If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Maria Polcari at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

**Data Submission by Web Browser or File Transfer Protocol (FTP)**

You are encouraged to submit your data file (fscs\_XX\_FYZZZZ.mdb) and annotated edit report file (EditsByName\_XX.rpt or EditsByEditNum\_XX.rpt, as appropriate) over the Internet via a Web browser or via a File Transfer Protocol (FTP) program. You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

To submit your files via a Web browser, go to [www.census.gov/govs/www/pls.html](http://www.census.gov/govs/www/pls.html) and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button.

If you are using an FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer your data file (fscs\_XX\_FYZZZZ.mdb) and edit report file (EditsByName\_XX.rpt or EditsByEditNum\_XX.rpt, as appropriate).

If your transmission is successful, you should see a 'Send File Results' screen that displays the file name and size under both the 'Transfer Information' (what you sent) and 'Results of Transfer Request' (what we received) section. If any other screen is returned, your transmission did not go through and you should try again. If you continue to have problems, please contact the PLS staff at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

### **Data Submission by E-Mail**

You may submit your data file (fscs\_XX\_FYZZZZ.mdb) and annotated edit report file (EditsByName\_XX.rpt or EditsByEditNum\_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message addressed to **govs.pls@census.gov**. You may want to use file compression software (e.g., PKZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer.

You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

If you choose to send any portion of your data submission via overnight delivery, please refer to the instructions below.

**Note: The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this method, please be sure to use the mailing address for the U.S Postal Service listed below.**

**Data Submission by Regular Mail.** Please mail your complete FSCS submission to:

**Overnight Delivery—Federal Express  
or United Parcel Service (UPS)**

Cynthia Ramsey or Maria Polcari  
U.S. Department of Commerce  
U.S. Census Bureau  
8905 Presidential Parkway  
Washington Plaza, Bldg 2, Room 508  
Upper Marlboro, MD 20772  
Phone: (301) 457-1168

**U.S. Postal Service—including  
Express Mail**

Cynthia Ramsey or Maria Polcari  
U.S. Department of Commerce  
U.S. Census Bureau  
Washington, DC 20233-6800

If you mail your submission, please send an e-mail message to **govs.pls@census.gov** to let Census know you sent the file.

## Appendix A—Troubleshooting

See the Trouble Shooting Guide on the Census PLS Web site at:

<http://www.census.gov/govs/www/pls.html>

PROBLEM: My problem was not addressed on the Census PLS Web site.

SOLUTION: For additional assistance, contact Cynthia Ramsey or Maria Polcari at the U.S. Census Bureau:

Phone: 1-800-451-6235

Fax: (866) 394-0138

Email: [govs.pls@census.gov](mailto:govs.pls@census.gov)



## Appendix B—Administrative Entity Import File Specifications

<b>Data Element Name (may be abbreviated on screen)</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII Position</b>	<b>Excel Column</b>
LIB ID	20	Character	1	A
NAME	45	Character	21	B
ADDRESS	35	Character	66	C
CITY	17	Character	101	D
ZIP	5	Character	118	E
ZIP4	4	Character	123	F
Mailing Address	35	Character	127	G
Mailing City	17	Character	162	H
Mailing Zip Code	5	Character	179	I
Mailing Zip+4 Code	4	Character	184	J
COUNTY	17	Character	188	K
PHONE	10	Character	205	L
Web Address	80	Character	215	M
Library Director's Fax	10	Character	295	N
Library Director's Email	80	Character	305	O
Interlibrary Relationship Code	2	Character	385	P
Legal Basis Code	2	Character	387	Q
Administrative Structure Code	2	Character	389	R
FSCS Public Library Definition	1	Character	391	S
Geographic Code	3	Character	392	T
Population of the Legal Service Area	9	Numeric/0	395	U
Number of Central Libraries	3	Numeric/0	404	V
Number of Branch Libraries	3	Numeric/0	407	W
Number of Bookmobiles	3	Numeric/0	410	X
ALA-MLS	9	Numeric/2	413	Y
Total Librarians	9	Numeric/2	422	Z
All Other Paid Staff	10	Numeric/2	431	AA
Total Paid Employees	10	Numeric/2	441	AB
Local Government Income	9	Numeric/0	451	AC
State Government Income	9	Numeric/0	460	AD
Federal Government Income	9	Numeric/0	469	AE
Other Income	9	Numeric/0	478	AF
Total Income	10	Numeric/0	487	AG
Salaries & Wages Expenditures	9	Numeric/0	497	AH
Employee Benefits Expenditures	9	Numeric/0	506	AI
Total Staff Expenditures	9	Numeric/0	515	AJ
Collection Expenditures	9	Numeric/0	524	AK
Other Operating Expenditures	9	Numeric/0	533	AL
Total Operating Expenditures	10	Numeric/0	542	AM
Capital Outlay	9	Numeric/0	552	AN
Book/Serial Volumes	9	Numeric/0	561	AO
Audio	9	Numeric/0	570	AP
Video	9	Numeric/0	579	AQ
Subscriptions	9	Numeric/0	588	AR
Materials in Electronic Format	9	Numeric/0	597	AS

## FSCS

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<b>Data Element Name (may be abbreviated on screen)</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII Position</b>	<b>Excel Column</b>
Public Service Hrs per Year	8	Numeric/0	606	AT
Library Visits	9	Numeric/0	614	AU
Reference Transactions	9	Numeric/0	623	AV
Total Circulation	9	Numeric/0	632	AW
Provided To	6	Numeric/0	641	AX
Received From	6	Numeric/0	647	AY
Circulation of Children's Materials	9	Numeric/0	653	AZ
Children's Program Attendance	9	Numeric/0	662	BA
Materials in Electronic Format Exp	9	Numeric/0	671	BB
Electronic Access Expenditures	9	Numeric/0	680	BC
Electronic Services Access	1	Character	689	BD
Internet Access	1	Character	690	BE
Internet Terminals Used by Staff Only	6	Numeric/0	691	BF
Internet Terminals Used by General Public	6	Numeric/0	697	BG
Users of Electronic Resources/Typical Week	9	Numeric/0	703	BH

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**Appendix C—Outlet Import File Specifications**

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<b>Data Element Name</b>	<b>Width</b>	<b>Type/Decimals</b>	<b>ASCII Position</b>
LIB ID	20	Character	1
NAME	45	Character	21
Address	35	Character	66
City	17	Character	101
Zip	5	Character	118
Zip4	4	Character	123
Phone	10	Character	127
County	17	Character	137
Outlet Type Code	2	Character	154
Metropolitan Status Code	2	Character	156
Square Footage	8	Numeric/0	158
Number of Bookmobiles	2	Numeric/0	166

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## Appendix D—State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definition
01	State (Automatic Display)	<p>This is the standard two-letter state abbreviation automatically assigned by WinPLUS.</p> <p>Note: See Appendix I—State Codes.</p>
02	FSCS Submission Year (Automatic Display)	This is the year in which these FSCS data are submitted to NCES and is automatically assigned by WinPLUS.
03	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	This is the most recent official total population figures for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.
5A	Total Unduplicated Population of Legal Service Areas	<p>This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>



## Appendix E—Administrative Entity Data Element Definitions

**Administrative Entity.** (This is not a WinPLUS Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Note: Do not report “administrative entities only” for purposes of this survey.

#	Data Element Name	Data Element Definition
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
02	Name	This is the legal name of the administrative entity.  Note: Provide the name of the public library.
03	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
3M	Mailing Address	Definition: This is the mailing address of the administrative entity.
04	City (of street address)	This is the city or town in which the administrative entity is located.
4A	County of the Entity	This is the county in which the administrative entity is located.
4M	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
5M	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.
6M	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
07	Phone	This is the telephone number of the administrative entity, including area code.  Note: Report telephone number without spacing or punctuation.

## FSCS

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7A Web Address *	This is the Web address of the administrative entity. http://_____
7B Fax Number of Director *	This is the fax number of the director of the administrative entity.
7C E-mail Address of Director *	This is the e-mail address of the director of the administrative entity.
7D Interlibrary Relationship Code	<p>Select one of the following:</p> <p>HQ—Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.)</p> <p>ME—Member of a System, Federation, or Cooperative Service, but not the headquarters.</p> <p>NO—Not a Member of a System, Federation, or Cooperative Service.</p> <p>HQ—Headquarters of a System, Federation, or Cooperative Service. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.</p> <p>ME—Member of a System, Federation, or Cooperative Service. An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'Yes' if you belong to OCLC.) This does not include multiple-outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.</p>
7E Legal Basis Code	<p>The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.</p> <p>Select one of the following:</p> <p>CI—Municipal Government (city, town or village) CO—County/Parish CC—City/County MJ—Multi-jurisdictional NL—Native American Tribal Government NP—Non-profit Association or Agency SC—School District SD—Special Library District (authority, board, commission) OT—Other</p>

CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SD—Special Library District (authority, board, commission). This is a district, authority, board or commission authorized by state law to provide library services.

OT—Other.

**7F Administrative Structure Code**

This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO—Administrative Entity with a Single Direct Service Outlet

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

**7G FSCS Public Library Definition**

Answer <Y>es or <N>o to the following question: "Does this public library meet all the criteria of the FSCS public library definition?"

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials, or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.



## 7H Geographic Code

Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #08) should be reflected in the geographic code selected.

CI1—City (exactly)  
CI2—City (most nearly)  
CO1—County (exactly)  
CO2—County (most nearly)  
MA1—Metropolitan Area (exactly)  
MA2—Metropolitan Area (most nearly)  
MC1—Multi-County (exactly)  
MC2—Multi-County (most nearly)  
SD1—School District (exactly)  
SD2—School District (most nearly)  
OTH—Other

08 Population of the  
Legal Service Area

The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

## 09 Number of Central Libraries

This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting “0” or “1” for central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

- |    |                              |   |
|----|------------------------------|---|
| 10 | Number of Branch Libraries   | A branch library is an auxiliary unit of an administrative entity which has at least all of the following: <ol style="list-style-type: none"><li>1. separate quarters;</li><li>2. an organized collection of library materials;</li><li>3. paid staff; and</li><li>4. regularly scheduled hours for being open to the public.</li></ol>   |
| 11 | Number of Bookmobiles        | <p>A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"><li>1. a truck or van that carries an organized collection of library materials;</li><li>2. paid staff; and</li><li>3. regularly scheduled hours (bookmobile stops) for being open to the public.</li></ol> <p>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p> |
| 12 | Number of Books-by-Mail Only | The automatic display of this outlet record item was discontinued.  |

**PAID STAFF (FULL-TIME EQUIVALENT)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

- |    |                      |   |
|----|----------------------|---|
| 13 | ALA-MLS              | Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.   |
| 14 | Total Librarians     | Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #13). |
| 15 | All Other Paid Staff | This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.   |
| 16 | Total Paid Employees | This is the sum of total librarians (data element #14) and all other paid staff (data element #15).   |

**OPERATING INCOME**

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

- |                              |   |
|------------------------------|---|
| 17 Local Government Income   | This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.   |
| 18 State Government Income   | These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.   |
| 19 Federal Government Income | This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.   |
| 20 Other Income              | This is all income other than that reported by local, State, and federal (data elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. |
| 21 Total Income              | This includes income from the local government, the State government, the federal government, and all other income (the sum of data elements #17 through #20).  |

**OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

- |                                   |   |
|-----------------------------------|---|
| 22 Salaries & Wages Expenditures  | This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.   |
| 23 Employee Benefits Expenditures | These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income |

	protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
24 Total Staff Expenditures	This includes salaries and wages (data element #22), and employee benefits (data element #23).
25 Collection Expenditures	This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc..
26 Other Operating Expenditures	<p>This includes all expenditures other than those for staff (data element #24) and collection (data element #25).</p> <p>Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.</p>
27 Total Operating Expenditures	<p>This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements #24, #25, and #26).</p> <p>Note: Includes Operating Expenditures for Electronic Access (data element #45) and Operating Expenditures for Library Materials in Electronic Format (data element #44).</p>
28 Capital Outlay	<p>These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.</p> <p>Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.</p>

## **LIBRARY COLLECTION**

Note: Report physical units for items 29–34. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as one physical unit.

29 Book/Serial Volumes	Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.
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- 30 Audio  
These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audio-reels, talking books, and other sound recordings.
- 31  
(This item is reserved for future use.)
- 32 Video  
These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
- 33 Subscriptions  
This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions.  
  
Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.
- 34 Materials in Electronic Format \*\*  
Report the number of physical units such as CD-ROMS, diskettes, etc., that are designed to be processed by a computer. Examples are government documents, reference tools or serials distributed on CD-ROM or other portable digital carrier, locally mounted databases, diskettes or magnetic tapes. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

## SERVICES

- 35 Public Service Hours per Year  
This is the sum of annual public service hours for outlets.  
  
Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
- 36 Library Visits  
This is the total number of persons entering the library for whatever purpose during the year.  
  
Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or

the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37

(This item is reserved for future use.)

38 Reference Transactions

A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, or by phone, fax, mail, or electronic mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

## **INTER-LIBRARY LOANS**

40 Provided To

These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

**CHILDREN'S SERVICES**

- 42 Circulation of Children's Materials      The total annual circulation of all children's materials in all formats to all users. It includes renewals.
- 43 Children's Program Attendance      The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children; A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

**ELECTRONIC TECHNOLOGY**

- 44 Operating Expenditures  
for Library Materials in  
Electronic Format  
(also include in #25 or #26)      Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the administrative entity screen.

- 45 Operating Expenditures  
for Electronic Access  
(also include in #25 or #26)      Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures for access. These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the administrative entity screen. Do NOT report capital expenditures for items in this category.

- 46      (This item is reserved for future use.)

- 47 Access to Electronic Services Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: "Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?"
- These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.
- 48 Access to Internet Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: "Does the public library have access to the Internet?"
- The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.
- Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.
- 49 (This item is reserved for future use.)
- 50 Number of Internet Terminals Used by Staff Only Number of computer terminals (PC, 'dumb terminal', etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).
- 51 Number of Internet Terminals Used by General Public Number of computer terminals (PC, 'dumb terminal', etc.) used by general public in the library that are used to connect to the Internet (text only, graphical, etc.).
- 52 Number of Users of Electronic Resources Per Typical Week Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources.
- Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a week would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal.

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\* New data item.

\*\*Definition revised. This item (Materials in Electronic Format) is also renumbered and relocated.

Note: Internet Use Code was deleted. Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

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## Appendix F—Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	This is the name of the outlet.
03	Street Address	<p>This is the complete street address of the outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	This is the city or town in which the outlet is located.
05	County of the Outlet	This is the county in which the outlet is located.
06	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
07	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
08	Phone	<p>This is the telephone number of the outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
09	Outlet Type Code	<p>An outlet is a unit of an administrative entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM—Books-by-Mail Only  BR—Branch Library  BS—Bookmobile(s)  CE—Central Library</p> <p>BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service</p>

outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

## 10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC—Within the City Limits of the Central City of a Metropolitan Area.

NC—Metropolitan Area, but Not Within Central City Limits.

NO—Not in a Metropolitan Area.

M—Missing (Unknown, Not Reported)

Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.

CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC—Metropolitan Area, but not within central city limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Square Footage of Outlet \*

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

12 Number of Bookmobiles in  
the Bookmobile Outlet Record

The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. a paid staff; and
3. regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

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\* New data item.

NOTE: Web Address was deleted from outlet file (now collected on administrative entity file).



## Appendix G—Current-Year Edit Checks

NO.	EDIT MESSAGE	EDIT CONDITION
01	Most data fields contain –2 or equivalent. No other edits performed.	A numeric entry of –2 is not valid. Please use ‘–1’ to denote not collected, not available or not reported.
02	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
03	No LIB ID provided. WinPLUS will create one for you.	This item has been left blank. WinPLUS will automatically assign a system-generated LIB ID.
04	Library NAME is –2	NAME (data element #02 on the administrative entity screen or outlet screen) is –2.
05	ADDRESS is –2	ADDRESS (data element #03 on the administrative entity screen or outlet screen) is –2.
06	CITY is –2	CITY (data element #04 on the administrative entity screen or outlet screen) is –2.
07	Mailing ADDRESS is –2	The mailing ADDRESS (data element #3M on the administrative entity screen) is –2.
08	Mailing CITY is –2	The mailing CITY (data element #4M on the administrative entity screen) is –2.
09	ZIP is –2 or is not valid	ZIP (data element #05 on the administrative entity screen or data element #06 on the outlet screen) is –2 or is not a valid 5-digit number.
10	Mailing ZIP is –2 or is not valid	The ZIP code of the mailing address (data element #5M on the administrative entity) is –2 or is not a valid 5-digit number.
11	ZIP4 (ZIP+4) is –2 or is not valid	ZIP4 (data element #06 on the administrative entity screen or data element #07 on the outlet screen) is –2 or is not a valid 4-digit number.
12	Mailing ZIP4 (ZIP+4) is –2 or is not valid	The ZIP4 code of the mailing address (data element #6M on the administrative entity) is –2 or is not a valid 4-digit number.
13	COUNTY is –2.	COUNTY (data element #4A on the administrative entity screen or data element #05 on the outlet screen) is –2.
14	PHONE number is –2 or is not valid	PHONE (data element #07 on the administrative entity screen or data element #08 on the outlet screen) is –2 or is not a valid 10-digit number.
15	WEB ADDRESS is –2 or is not valid	WEB ADDRESS (data element #7A on the administrative entity screen) is –2 or is not valid.
16	FAX number is –2 or is not valid	FAX number (data element #7B on the administrative entity screen) is –2 or is not a valid 10-digit number.
17	E-MAIL ADDRESS is –2	E-MAIL ADDRESS (data element #7C on the administrative entity screen) is –2.

NO.	EDIT MESSAGE	EDIT CONDITION
18	INTERLIBRARY RELATIONSHIP CODE is -2 or is not a valid code	INTERLIBRARY RELATIONSHIP CODE (data element #7D on the administrative entity screen) is -2 or is not a valid code.
19	LEGAL BASIS CODE is -2 or is not a valid code	LEGAL BASIS CODE (data element #7E on the administrative entity screen) is -2 or is not a valid code.
20	ADMINISTRATIVE STRUCTURE CODE is -2 or is not a valid code	ADMINISTRATIVE STRUCTURE CODE (data element #7F on the administrative entity screen) is -2 or is not a valid code.
21	FSCS PUBLIC LIBRARY is -2 or is not a valid code	FSCS PUBLIC LIBRARY (data element #7G on the administrative entity screen) is not a valid code.
22	GEOCODE is -2 or is not a valid code	GEOGRAPHIC CODE (data element #7H on the administrative entity screen) is -2 or is not a valid code.
23	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0	POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is -2, -1, or is 0.
24	One or more service outlets is shown, but no CENTRAL outlet	One or more service outlets are shown, but there is no CENTRAL outlet. Note: An administrative entity may report 0 central or 1 central. This edit is an additional check on accurate reporting of central outlets.
25	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (data element #09 on the administrative entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (data element #09 on the outlet screen).
26	CENTRALS is greater than 1	CENTRALS (data element #09 on the administrative entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
27	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (data element #10 on the administrative entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (data element #09 on the outlet screen).
28	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (data element #11 on the administrative entity screen) is not equal to the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) in outlet records coded as 'BS' OUTLET TYPE CODE (data element #09 on the outlet screen).
29	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (data element #7F on the administrative entity screen) is 'MA', 'MO', or 'SO' and the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is 0.
30	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (data element #7F on the administrative entity screen) is 'SO' and total number of service outlets (data elements #09, 10, and 11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is not equal to 1.

NO.	EDIT MESSAGE	EDIT CONDITION
31	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (data element #7F on the administrative entity screen) is 'MA' or 'MO' and the total number of service outlets (data elements #09, 10, and 11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM) is less than 2.
32	ALA-MLS is -2	ALA-MLS librarians (data element #13 on the administrative entity screen) is -2.
33	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (data element #13 on the administrative entity screen) is greater than TOTAL LIBRARIANS (data element #14 on the administrative entity screen).
34	TOTAL LIBRARIANS is -2	TOTAL LIBRARIANS (data element #14 on the administrative entity screen) is -2.
35	OTHER PAID EMPLOYEES is -2	OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) is -2.
36	TOTAL PAID EMPLOYEES is 0 or -2	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is 0 or -2.
37	TOTAL PAID EMPLOYEES is not equal to the sum of its parts.	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is not equal to the sum of TOTAL LIBRARIANS (data element #14 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen).
38	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) equals 0.
39	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) equals 0.
40	TOTAL LIBRARIANS equals TOTAL PAID EMPLOYEES and OTHER PAID EMPLOYEES is not equal to zero	If TOTAL LIBRARIANS (data element #14 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen), OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) should be equal to zero.
41	OTHER PAID EMPLOYEES equals TOTAL PAID EMPLOYEES and TOTAL LIBRARIANS is not equal to zero	If OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) is equal to TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen), TOTAL LIBRARIANS (data element #14 on the administrative entity screen) should be equal to zero.
42	TOTAL LIBRARIANS and OTHER PAID EMPLOYEES are greater than -1 and TOTAL PAID EMPLOYEES is less than zero.	TOTAL LIBRARIANS (data element #14 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) are reported but TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is unknown.

NO.	EDIT MESSAGE	EDIT CONDITION
43	TOTAL PAID EMPLOYEES is equal to zero and TOTAL LIBRARIANS or OTHER PAID EMPLOYEES are not equal to zero	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is equal to zero but TOTAL LIBRARIANS (data element #14 on the administrative entity screen) or OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) are reported as other than zero.
44	LOCAL GOVERNMENT INCOME is -2	LOCAL GOVERNMENT INCOME (data element #17 on the administrative entity screen) is -2.
45	STATE GOVERNMENT INCOME is -2	STATE GOVERNMENT INCOME (data element #18 on the administrative entity screen) is -2.
46	FEDERAL GOVERNMENT INCOME is -2	FEDERAL GOVERNMENT INCOME (data element #19 on the administrative entity screen) is -2.
47	OTHER INCOME is -2	OTHER INCOME (data element #20 on the administrative entity screen) is -2.
48	TOTAL OPERATING INCOME is 0 or -2	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is -2 or is 0. If all of the four parts were entered, a total would have been automatically calculated.
49	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #17 on the administrative entity screen), STATE GOVERNMENT (data element #18 on the administrative entity screen), FEDERAL GOVERNMENT (data element #19 on the administrative entity screen) and OTHER INCOME (data element #20 on the administrative entity screen).
50	LOCAL, STATE, and FEDERAL GOVERNMENT INCOME are reported and equal TOTAL OPERATING INCOME and OTHER OPERATING INCOME is not equal to zero	The sum of LOCAL, STATE, and FEDERAL GOVERNMENT INCOME (data elements #17, #18 and #19 on the administrative entity screen) equals TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but OTHER OPERATING INCOME (data element #20 on the administrative entity screen) is not zero.
51	LOCAL GOV, FEDERAL GOV, and OTHER OPERATING INCOME are reported and equal TOTAL OPERATING INCOME and STATE GOVERNMENT INCOME is not equal to zero	The sum of LOCAL GOVERNMENT, FEDERAL GOVERNMENT and OTHER OPERATING INCOME (data elements #17, #19 and #20 on the administrative entity screen) equals TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but STATE GOVERNMENT INCOME (data element #18 on the administrative entity screen) is not zero.
52	LOCAL GOV, STATE GOV, and OTHER OPERATING INCOME are reported and equal TOTAL OPERATING INCOME and FEDERAL GOVERNMENT INCOME is not equal to zero	The sum of LOCAL GOVERNMENT, STATE GOVERNMENT and OTHER OPERATING INCOME (data elements #17, #18 and #20 on the administrative entity screen) equals TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but FEDERAL GOVERNMENT INCOME (data element #19 on the administrative entity screen) is not zero.



NO.	EDIT MESSAGE	EDIT CONDITION
53	STATE GOV, FEDERAL GOV, and OTHER OPERATING INCOME are reported and equal TOTAL OPERATING INCOME and LOCAL GOVERNMENT INCOME is not equal to zero	The sum of STATE GOVERNMENT, FEDERAL GOVERNMENT and OTHER OPERATING INCOME (data elements #18, #19 and #20 on the administrative entity screen) equals TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but LOCAL GOVERNMENT INCOME (data element #17 on the administrative entity screen) is not zero.
54	OTHER OPERATING INCOME equals TOTAL OPERATING INCOME and LOCAL, STATE, or FEDERAL GOVERNMENT INCOME are not equal to zero	OTHER OPERATING INCOME (data element #20 on the administrative entity screen) is reported as equal to TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
55	FEDERAL GOVERNMENT INCOME equals TOTAL OPERATING INCOME and LOCAL GOVERNMENT, STATE GOVERNMENT, or OTHER OPERATING INCOME are not equal to zero	FEDERAL GOVERNMENT INCOME (data element #19 on the administrative entity screen) is reported as equal to TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
56	LOCAL GOVERNMENT INCOME equals TOTAL OPERATING INCOME and STATE GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING INCOME are not equal to zero	LOCAL GOVERNMENT INCOME (data element #17 on the administrative entity screen) is reported as equal to TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
57	STATE GOVERNMENT INCOME equals TOTAL OPERATING INCOME and LOCAL GOVERNMENT, FEDERAL GOVERNMENT, or OTHER OPERATING INCOME are not equal to zero	STATE GOVERNMENT INCOME (data element #18 on the administrative entity screen) is reported as equal to TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
58	LOCAL GOVERNMENT and STATE GOVERNMENT INCOME equal TOTAL OPERATING INCOME and FEDERAL GOVERNMENT or OTHER OPERATING INCOME are not equal to zero	The sum of LOCAL and STATE GOVERNMENT INCOME (data elements #17 and #18 on the administrative entity screen) is equal to TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
59	STATE GOVERNMENT and OTHER OPERATING INCOME equal TOTAL OPERATING INCOME and LOCAL GOVERNMENT or FEDERAL GOVERNMENT INCOME are not equal to zero	The sum of STATE GOVERNMENT and OTHER OPERATING INCOME (data elements #18 and #20 on the administrative entity screen) is equal to the TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
60	LOCAL GOVERNMENT and OTHER OPERATING INCOME equal TOTAL OPERATING INCOME and STATE GOVERNMENT or FEDERAL GOVERNMENT INCOME are not equal to zero	The sum of LOCAL GOVERNMENT INCOME and OTHER OPERATING INCOME (data elements #17 and #20 on the administrative entity screen) is equal TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
61	FEDERAL GOVERNMENT and OTHER OPERATING INCOME equal TOTAL OPERATING INCOME and LOCAL GOVERNMENT or STATE GOVERNMENT INCOME are not equal to zero	The sum of FEDERAL GOVERNMENT INCOME and OTHER OPERATING INCOME (data elements #19 and #20 on the administrative entity screen) is equal to the TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.

NO.	EDIT MESSAGE	EDIT CONDITION
62	STATE GOVERNMENT and FEDERAL GOVERNMENT INCOME equal TOTAL OPERATING INCOME and LOCAL GOVERNMENT or OTHER OPERATING INCOME are not equal to zero	The sum of STATE and FEDERAL GOVERNMENT INCOME (data elements #18 and #19 on the administrative entity screen) is equal to TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
63	LOCAL GOVERNMENT and FEDERAL GOVERNMENT INCOME equal TOTAL OPERATING INCOME and STATE GOVERNMENT or OTHER OPERATING INCOME are not equal to zero	The sum of LOCAL and FEDERAL GOVERNMENT INCOME (data elements #17 and #19 on the administrative entity screen) is equal to TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) but at least one other source of income is reported as other than zero.
64	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen).
65	SALARIES & WAGES EXPENDITURES is -2	SALARIES & WAGES EXPENDITURES (data element #22 on the administrative entity screen) is -2.
66	EMPLOYEE BENEFITS is -2	EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) is -2.
67	TOTAL STAFF EXPENDITURES is 0 or -2	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is 0 or -2. If both of the parts were entered, a total would have been automatically calculated.
68	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is not equal to the sum of SALARIES & WAGES EXPENDITURES (data element #22 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #23 on the administrative entity screen).
69	FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES	FSCS PUBLIC LIBRARY (data element #7G on the administrative entity screen) is 'Yes' but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is less than or equal to 0.
70	COLLECTION EXPENDITURES is -2	COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) is -2.
71	OTHER OPERATING EXPENDITURES is -2	OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is -2.
72	TOTAL OPERATING EXPENDITURES is 0 or -2	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is 0 or -2. If all of the parts were entered, a total would have been automatically calculated.
73	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen), COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION
74	SALARIES & WAGES EXP is equal to TOTAL STAFF EXPENDITURES and EMPLOYEE BENEFITS is not equal to zero	SALARIES & WAGES EXPENDITURES (data element #22 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) but EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) is not zero.
75	EMPLOYEE BENEFITS is equal to TOTAL STAFF EXPENDITURES and SALARIES & WAGES EXP is not equal to zero	EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) equals TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) but SALARIES & WAGES EXPENDITURES (data element #22 on the administrative entity screen) is not zero.
76	SALARIES & WAGES EXP and EMPLOYEE BENEFITS are greater than -1 and TOTAL STAFF EXPENDITURES is less than zero	SALARIES & WAGES EXPENDITURES (data element #22 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) are reported but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is unknown.
77	TOTAL STAFF EXPENDITURES equals zero and SALARIES & WAGES EXP or EMPLOYEE BENEFITS are not equal to zero	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) are reported as zero but SALARIES & WAGES EXPENDITURES (data element #22 on the administrative entity screen) or EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) are not equal to zero.
78	TOTAL PAID EMPLOYEES equals zero and TOTAL STAFF EXPENDITURES or TOTAL LIBRARIANS are not equal to zero	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is reported as zero but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) or TOTAL LIBRARIANS (data element #14 on the administrative entity screen) are reported as other than zero.
79	TOTAL PAID EMPLOYEES equals zero and TOTAL STAFF EXPENDITURES or ALA-MLS are not equal to zero	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is reported as zero but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) or ALA-MLS (data element #13 on the administrative entity screen) are reported as other than zero.
80	TOTAL PAID EMPLOYEES equals zero and TOTAL STAFF EXPENDITURES or OTHER PAID EMPLOYEES are not equal to zero	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is reported as zero but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) or OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) are reported as other than zero.
81	TOTAL STAFF EXPENDITURES equals zero and TOTAL PAID EMPLOYEES or EMPLOYEE BENEFITS are not equal to zero	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is reported as zero but TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) or EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) are reported as other than zero.
82	TOTAL STAFF EXPENDITURES equals zero and TOTAL PAID EMPLOYEES or SALARIES & WAGES EXP are not equal to zero	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is reported as zero but TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) or SALARIES & WAGES EXPENDITURES (data element #22 on the administrative entity screen) are reported as other than zero.

NO.	EDIT MESSAGE	EDIT CONDITION
83	TOTAL COLLECTION EXP is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or OTHER OPERATING EXP are not equal to zero	TOTAL COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
84	TOTAL STAFF EXP is equal to TOTAL OPERATING EXP and TOTAL COLLECTION EXP or OTHER OPERATING EXP are not equal to zero	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
85	OTHER OPERATING EXP is equal to TOTAL OPERATING EXP and TOTAL STAFF EXP or TOTAL COLLECTION EXP are not equal to zero	OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is equal to TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) but at least one other expenditure item is reported as other than zero.
86	TOTAL STAFF EXP and OTHER OPERATING EXP are reported and equal TOTAL OPERATING EXP and TOTAL COLLECTION EXP is not equal to zero	The sum of TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) is not equal to zero.
87	TOTAL COLLECTION EXP and OTHER OPERATING EXP are reported and equal TOTAL OPERATING EXP and TOTAL STAFF EXP is not equal to zero	The sum of TOTAL COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) and TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is not equal to zero.
88	TOTAL STAFF EXP and TOTAL COLLECTION EXP are reported and equal TOTAL OPERATING EXP and OTHER OPERATING EXP is not equal to zero	The sum of TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) and TOTAL COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) equals TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is not equal to zero.
89	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is less than 75% of TOTAL OPERATING INCOME (data element #21 on the administrative entity screen).
90	CAPITAL OUTLAY is -2	CAPITAL OUTLAY (data element #28 on the administrative entity screen) is -2.
91	BOOK/SERIAL VOLUMES is 0 or -2	BOOK/SERIAL VOLUMES (data element #29 on the administrative entity screen) is 0 or -2.
92	AUDIO materials is -2	AUDIO (data element #30 on the administrative entity screen) is -2.

NO.	EDIT MESSAGE	EDIT CONDITION
93	VIDEO materials is -2	VIDEO (data element #32 on the administrative entity screen) is -2.
94	Serial SUBSCRIPTIONS is -2	SUBSCRIPTIONS (data element #33 on the administrative entity screen) is -2.
95	MATERIALS IN ELECTRONIC FORMAT is -2	MATERIALS IN ELECTRONIC FORMAT (data element #34 on the administrative entity screen) is -2.
96	Annual PUBLIC SERVICE HOURS is 0 or -2	PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) is 0 or -2.
97	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM).
98	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BM).
99	Annual LIBRARY VISITS in library is 0 or -2	LIBRARY VISITS (data element #36 on the administrative entity screen) is 0 or -2.
100	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE	LIBRARY VISITS (data element #36 on the administrative entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (data element #43 on the administrative entity screen).
101	Annual REFERENCE TRANSACTIONS is -2	REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) is -2.
102	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005	Annual REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 3.00 or less than 0.005.
103	TOTAL CIRCULATION transactions is 0 or -2	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) is 0 or -2.
104	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION of LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is less than 1.0.

NO.	EDIT MESSAGE	EDIT CONDITION
105	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is greater than 20.0.
106	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is less than 0.5.
107	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 6.0.
108	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS	TOTAL CIRCULATION (data element #39 on the administrative entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (data element #42 on the administrative entity screen).
109	Inter-library loans PROVIDED TO other libraries is -2	PROVIDED TO (data element #40 on the administrative entity screen) is -2.
110	Inter-library loans RECEIVED FROM other libraries is -2	RECEIVED FROM (data element #41 on the administrative entity screen) is -2.
111	CIRCULATION OF CHILDREN'S MATERIALS is -2	CIRCULATION OF CHILDREN'S MATERIALS (data element #42 on the administrative entity screen) is -2.
112	CHILDREN'S PROGRAM ATTENDANCE is -2	CHILDREN'S PROGRAM ATTENDANCE (data element #43 on the administrative entity screen) is -2.
113	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is -2	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is -2.
114	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES AND OTHER EXPENDITURES is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #44 should also = 0.
115	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is at least half of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is at least half of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
116	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than 0 and MATERIALS IN ELECTRONIC FORMAT is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than 0 and MATERIALS IN ELECTRONIC FORMAT (data element #34 on the administrative entity screen) is 0.

NO.	EDIT MESSAGE	EDIT CONDITION
117	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
118	ELECTRONIC ACCESS EXPENDITURES is -2	ELECTRONIC ACCESS EXPENDITURES is -2 (data element #45 on the administrative entity screen) is -2.
119	ELECTRONIC ACCESS EXPENDITURES is at least 60% of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is at least 60% of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
120	ELECTRONIC ACCESS EXPENDITURES are greater than 0, but ELECTRONIC SERVICES ACCESS and INTERNET ACCESS are No or invalid.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (data element #47 on the administrative entity screen) and INTERNET ACCESS (data element #48 on the administrative entity screen) are No or invalid.
121	ELECTRONIC ACCESS EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES is 0	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #45 should also = 0.
122	ELECTRONIC ACCESS EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
123	ELECTRONIC SERVICES ACCESS is invalid	ELECTRONIC SERVICES ACCESS (data element #47 on the administrative entity screen) is invalid.
124	INTERNET ACCESS is invalid	INTERNET ACCESS (data element #48 on the administrative entity screen) is invalid
125	INTERNET ACCESS is 'NO' and NUMBER OF TERMINALS is not equal to 0	INTERNET ACCESS (data element #48 on the administrative entity screen) is 'NO' and Number of Internet Terminals USED BY STAFF ONLY (data element #50 on the administrative entity screen) or USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is not equal to 0.
126	INTERNET ACCESS is 'YES' and NUMBER OF TERMINALS is equal to 0	INTERNET ACCESS (data element #48 on the administrative entity screen) is 'YES' and Number of Internet Terminals USED BY STAFF ONLY (data element #50 on the administrative entity screen) and USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) are equal to 0.

NO.	EDIT MESSAGE	EDIT CONDITION
127	INTERNET TERMINALS USED BY STAFF ONLY is -2	Internet Terminals USED BY STAFF ONLY (data element #50 on the administrative entity screen) is -2.
128	INTERNET TERMINALS USED BY GENERAL PUBLIC is -2	Internet Terminals USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is -2.
129	USERS OF ELECTRONIC RESOURCES is -2	USERS OF ELECTRONIC RESOURCES is (data element #52 on the administrative entity screen) is -2.
130	MATERIALS IN ELECTRONIC FORMAT and GENERAL PUBLIC TERMINALS are 0 and ACCESS TO ELECTRONIC SERVICES is 'NO' and USERS OF ELECTRONIC RESOURCES is not equal to 0	MATERIALS IN ELECTRONIC FORMAT (data element #34 on the administrative entity screen) and Internet Terminals USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) are equal to 0 and ACCESS TO ELECTRONIC SERVICES (data element #47 on the administrative entity screen) is 'NO' but USERS OF ELECTRONIC RESOURCES (data element #52 on the administrative entity screen) is not equal to 0.
131	MATERIALS IN ELECTRONIC FORMAT or GENERAL PUBLIC TERMINALS are not equal to 0 or ACCESS TO ELECTRONIC SERVICES is 'YES' and USERS OF ELECTRONIC RESOURCES is equal to 0	MATERIALS IN ELECTRONIC FORMAT (data element #34 on the administrative entity screen) or Internet Terminals USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) are not equal to zero or ACCESS TO ELECTRONIC SERVICES (data element #47 on the administrative entity screen) is 'YES' but USERS OF ELECTRONIC RESOURCES (data element #52 on the administrative entity screen) is equal to zero.
132	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK greater than 90% of LIBRARY VISITS per typical week.	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK (data element #52 on the administrative entity screen) is greater than 90% of LIBRARY VISITS per typical week (data element #36 on the administrative entity screen). Note: Annual LIBRARY VISITS (data element #36 on the administrative entity screen) was divided by 52 to obtain a weekly estimate; USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK was then divided by the weekly estimate of LIBRARY VISITS to calculate a percentage.
133	USERS OF ELECTRONIC RESOURCES per VISIT is greater than 3.	The number of USERS OF ELECTRONIC RESOURCES per LIBRARY VISIT is greater than 3. Annual LIBRARY VISITS (data element #36 on the administrative entity screen) was divided by 52 to obtain a weekly estimate then divided by USERS OF ELECTRONIC RESOURCES (data element #52 on the administrative entity screen).
134	OUTLET TYPE CODE is -2 or is not valid	OUTLET TYPE CODE (data element #09 on the outlet screen) is not a valid code.
135	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The outlet file record has 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) is -2 or is 0.
136	METROPOLITAN STATUS CODE is -2 or not valid	METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is not a valid code.
137	Outlet is not connected to an administrative entity	No administrative entity record with this outlet's FSCS ID can be found.



NO.	EDIT MESSAGE	EDIT CONDITION
138	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER of BOOKMOBILES (data element #12 on the outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) must be created and the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) must be reported with this outlet.
139	SQUARE FOOTAGE is -2.	SQUARE FOOTAGE (data element #11 on the outlet screen) is -2.
140	SQUARE FOOTAGE is less than 700 or greater than 300,000	SQUARE FOOTAGE (data element #11 on the outlet screen) is less than 700 or greater than 300,000.
141	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (data element #5 on the state characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen).
142	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen).
143	Percentage of libraries of INTERLIBRARY RELATIONSHIP 'HQ' is greater than 40%	More than 40% of all libraries report as headquarters of a system, federation, or cooperative service as their INTERLIBRARY RELATIONSHIP (data element #7D on the administrative entity screen).
200	Historical Edit Check.	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix H—Historical Edit Checks for more information.



## Appendix H—Historical Edit Checks

**Edit 200:** All historical edits are listed in the Edit Report as Edit 200, followed by the specific data element that is triggering the edit. (Example: Edit 200: Data Element #17. Local Government).

**Note:** “PY” refers to the prior-year value. “CY” refers to the current-year value. If either value is unknown, the edit is not performed. Multiple conditions connected by an “and” must both be true for the data element to fail the edit. When multiple sentences are used, each is a separate test, and only one needs to be true for the data element to fail the edit.

NO.	DATA ELEMENT	EDIT CONDITION
05	Official State Total Population	The PY to CY change is greater than $\pm 5\%$ .
5A	Total Unduplicated Population of Legal Service Areas.	The PY to CY change is greater than $\pm 4\%$ .
7D	Interlibrary Relationship Code	The PY to CY change requires verification.
7E	Legal Basis Code	The PY to CY change requires verification.
7F	Administrative Structure Code	The PY to CY change requires verification.
7G	FSCS Public Library	The PY to CY change requires verification.
7H	Geographic Code	The PY to CY change requires verification.
08	Population of Legal Service Area	The PY to CY change is greater than -10% to +25%.
09	Number of Centrals	The PY to CY change is greater than $\pm 1$ .
10	Number of Branches	The PY to CY change is greater than $\pm 2$ .
11	Number of Bookmobiles	The PY to CY change is greater than $\pm 2$ .
13	ALA-MLS	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .
14	Total Librarians	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .
15	All Other Paid Staff	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .

NO.	DATA ELEMENT	EDIT CONDITION
16	Total Paid Employees	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than $\pm 2$ and greater than $\pm 30\%$ .
17	Local Government	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than $\pm \$5,000$ and greater than -10% to +25%.
18	State Government	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than $\pm \$500$ and greater than $\pm 40\%$ .
19	Federal Government	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1.
20	Other Income	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1.
21	Total Income	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than $\pm \$5,000$ and greater than -10% to +25%.
22	Salary & Wages Expenditures	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. If Data Element #16 has changed by no more than $\pm 0.5$ FTE: The CY/PY ratio is between 0 and 0.75 The CY/PY ratio is $> 1.75$ and at least one of the values is $\geq 361,000$ . The CY/PY ratio is between 0.75 and 1.75 and the ratio of the absolute value of the difference $CY - PY$ divided by the sum $CY + PY \geq 0.2$ .
23	Employee Benefits	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. If Data Element #16 has changed by no more than $\pm 0.5$ FTE: PY = 0 and $CY \geq 60,000$ . The CY/PY ratio is $\geq 3.0$ .

NO.	DATA ELEMENT	EDIT CONDITION
24	Total Staff Expenditures	<p>PY is -1 or greater than 0 and CY is equal to 0.            PY is -1 and CY is equal to 1.            If Data Element #16 has changed by no more than <math>\pm 0.5</math> FTE:            The CY/PY ratio is between 0 and 0.75.            The CY/PY ratio is <math>&gt; 1.75</math> and at least one of the values is <math>\geq 443,000</math>.            The CY/PY ratio is between 0.75 and 1.75) and the ratio of the absolute value of the difference <math>CY - PY</math> divided by the sum <math>CY + PY \geq 0.2</math>.</p>
25	Collection Expenditures	<p>PY is -1 or greater than 0 and CY is equal to 0.            PY is -1 and CY is equal to 1.            The PY = 0 and the CY <math>\geq 34,000</math>.            The CY/PY ratio is between 0 and 0.35.            The CY/PY ratio is <math>&gt; 3.15</math> and at least one of the values is <math>\geq 106,000</math>.            The CY/PY ratio is between 0.35 and 3.15 and the ratio of the absolute value of the difference <math>CY - PY</math> divided by the sum <math>CY + PY &gt; 0.45</math>.</p>
26	Other Operating Expenditures	<p>PY is -1 or greater than 0 and CY is equal to 0.            PY is -1 and CY is equal to 1.            The PY = 0 and CY <math>\geq 45,000</math>.            The CY/PY ratio is <math>\geq 6.0</math>.</p>
27	Total Operating Expenditures	<p>PY is -1 or greater than 0 and CY is equal to 0.            PY is -1 and CY is equal to 1.            PY = 0 and CY <math>\geq 1,200</math>.            The CY/PY ratio is between 0 and 0.65.            The CY/PY ratio is <math>&gt; 2.0</math> and at least one of the values is <math>\geq 700,000</math>.            The CY/PY ratio is between 0.65 and 2.0 and the ratio of the absolute value of the difference <math>CY - PY</math> divided by the sum <math>CY + PY &gt; 0.25</math>.</p>
28	Capital Outlay	No criterion.

NO.	DATA ELEMENT	EDIT CONDITION
29	Book/Serial Volumes	<p>PY is -1 or greater than 0 and CY is equal to 0.  PY is -1 and CY is equal to 1.  PY = 0 and CY &gt;= 12,000.  The CY/PY ratio is between 0 and 0.7.  The CY/PY ratio is &gt; 1.5 and at least one of the values is &gt;= 82,000).  The CY/PY ratio is between 0.7 and 1.5 and the ratio of the absolute value of the difference CY - PY divided by the sum CY + PY &gt;= 0.15.</p>
30	Audio	<p>PY is -1 or greater than 0 and CY is equal to 0.  PY is -1 and CY is equal to 1.  The CY = 0 and the PY &gt;= 3,000.  The PY = 0 and the CY &gt;= 3,000.  The CY/PY ratio is between 0.0 and 0.3 or &gt; 6.0 and at least one of the values is &gt;= 3,500.  The CY/PY ratio is between 0.25 and 6.0 and the ratio of the absolute value of the difference CY - PY divided by the sum CY + PY &gt;= 0.6.</p>
32	Video	<p>PY is -1 or greater than 0 and CY is equal to 0.  PY is -1 and CY is equal to 1.  The PY to CY change is greater than ±100 and greater than -10% to +50%.</p>
33	Subscriptions	<p>PY is -1 or greater than 0 and CY is equal to 0.  PY is -1 and CY is equal to 1.  PY = 0 and CY &gt;= 150.  The CY/PY ratio is between 0.0 and 0.4.  The CY/PY ratio is &gt; 2.5 and at least one of the values is &gt;= 300.  The CY/PY ratio is between 0.4 and 2.4 and the ratio of the absolute value of the difference CY - PY divided by the sum CY + PY &gt;= 0.35.</p>
34	Materials in Electronic Format	<p>PY is -1 or greater than 0 and CY is equal to 0.  PY is -1 and CY is equal to 1.  The PY = 0 and the CY &gt;= 750.  Both values are &gt; 0, at least one value is &gt;= 55, and the ratio of CY/PY is &lt;= 0.07 or &gt;= 31.00.  At least one of the values is &gt;= 55, the ratio of CY/PY is &gt; 0.07 and &lt; 31.00, and the ratio of difference/sum of CY and PY is &gt;= 0.89.</p>
35	Public Service Hours/Year	<p>PY is -1 or greater than 0 and CY is equal to 0.  PY is -1 and CY is equal to 1.</p>
36	Library Visits	<p>PY is -1 or greater than 0 and CY is equal to 0.  PY is -1 and CY is equal to 1.</p>

NO.	DATA ELEMENT	EDIT CONDITION
38	Reference Transactions	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY = 0 and the CY > 0. The CY = 0 and the PY > 0. The ratio of CY/PY is outside the range of 0.2 to 5.99.
39	Total Circulation	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The CY/PY ratio is <= .5. The CY/PY ratio is >= 2.
40	Loans Provided To	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY = 0 and the CY >= 750. The CY = 0 and the PY >= 1,500. Both values are > 0, at least one value is >= 1,200, and the ratio of CY/PY is <= 0.10 or >= 19.00. At least one of the values is >= 1,200, the ratio of CY/PY is > 0.10 and < 19.00, and the ratio of difference/sum of CY and PY is >= 0.76.
41	Loans Received From	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY = 0 and the CY >= 1,300. The CY = 0 and the PY >= 800. Both values are > 0, at least one value is >= 1,400, and the ratio of CY/PY is <= 0.14 or > 9.30. At least one of the values is >= 1,400, the ratio of CY/PY is > 0.14 and <= 9.30, and the ratio of difference/sum of CY and PY is >= 0.60.
42	Children's Circulation	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY to CY change is greater than ±5,000 and greater than -30% to +50%.
43	Children's Program Attendance	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1.
44	Materials in Electronic Format Expenditures	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY = 0 and the CY >= 50,000. The CY = 0 and the PY >= 20,000. At least one of the values is >= 1,000 and the ratio of CY/PY is >= 13.40. At least one of the values is >= 1,000, the ratio of CY/PY is < 13.40, and the ratio of difference/sum of CY and PY is >= 0.94.

<b>NO.</b>	<b>DATA ELEMENT</b>	<b>EDIT CONDITION</b>
45	Electronic Access Expenditures	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1. The PY = 0 and the CY >= 175,000. At least one of the values is >= 1,000 and the ratio of CY/PY is >= 36.90. At least one of the values is >= 1,000, the ratio of CY/PY is < 36.90, and the ratio of difference/sum of CY and PY is >= 0.88.
47	Electronic Services Access	The PY to CY change requires verification.
48	Internet Access	The PY to CY change requires verification.
50	Staff Only Internet Terminals	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1.
51	General Public Internet Terminals	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1.
52	Users of Electronic Resources Per Typical Week	PY is -1 or greater than 0 and CY is equal to 0. PY is -1 and CY is equal to 1.



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**Appendix I—State Codes**


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<b>Post Office State Code</b>	<b>State Name</b>	<b>FIPS Code</b>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
<b>Outlying Areas:</b>		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

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## Appendix J—Glossary of Terms

1-2-3	Lotus Development Corporation's popular DOS spreadsheet application software.
ASCII	Acronym for "American Standard Code for Information Interchange". Pronounced "askee", this standard for data transmission assigns individual seven-bit codes to represent each of a specific set of 128 numerals, letters and special controls. ASCII files are also known as text files.
Backup	Copies of data and program files.
Boot	The process of starting or powering up your computer and loading DOS into RAM.
Characteristics File	The Characteristics File captures information that describes the State data file, such as the State Abbreviation, FSCS submission year, reporting period starting and ending dates, and unduplicated population of the legal service area.
Clipper	Nantucket Corp.'s dBASE compiler software which allows DECPLUS to run faster and without the need for dBASE itself to "interpret" most of the program.
Convert	The process of changing a data file from one format to another.
CPU	Acronym for "Central Processing Unit", which is the brain of the computer that interprets and executes all instructions.
CRT	Acronym for "Cathode Ray Tube", commonly referring to a computer monitor, terminal or video display terminal (VDT).
Cursor	A special character on the user's screen that indicates the next position at which a character will be entered or deleted.
Data Element	Specifically categorized part of a data record. Many data elements typically comprise a data record.
Data Entry	The process of entering data into a computer or computer application.
Data Field	See Data Element.
Data File	A group of records with common descriptive attributes.
Data Maintenance	The process of adding, modifying, querying or deleting data in a database operation.
Database	An organization of data files containing information or reference material on a particular subject or subjects.
DBMS	Acronym for "Database Management System", which is application software designed to organize data so that they can be quickly filed in/or retrieved.
dBASE	Borland/Ashton-Tate's popular line of database application software. The latest version is dBASE IV, Version 1.1.

Default	A value supplied by the computer system when no explicit value is received from the user.
Default Drive	The current drive utilized by the computer, when no specific drive is specified by the user.
Directory	The list of all files, which is itself a file, on a computer storage medium for the user's easy reference.
Diskette	See "Floppy Disk".
Disk Drive	Any flat, circular storage system capable of storing digital information.
DOS	An acronym for "Disk Operating System", the basic system software for running today's IBM and compatible computers. It utilizes disks for its secondary storage medium.
DOS Prompt	A symbol, often ending with a ">", that shows that DOS has been successfully loaded into RAM (booted), and that the computer will read and write data to the disk drive designated.
Drive A	The floppy disk located at the far left or top of the system unit in a system with one diskette drive.
Drive B	The floppy disk located at the far right or bottom of the system unit, in a system with two diskette drives.
Drive C	Designation for the first logical or physical hard disk drive, if any.
Drive D	Designation for the second logical or physical hard disk drive, if any.
Edit	To prepare or modify data for final publication.
File	A group of organized data (records) assembled for one particular purpose and considered as one unit and stored in permanent off-line storage, such as a disk drive, tape or disk.
File Compression	Via the use of archiving software, program and data files can be "compressed" or reduced in size, and thus take up less valuable disk space.
File Editor	A program or utility to view or change an ASCII text file.
File Handles	The maximum number of files DOS is able to open in a given session, as typically established in the 'FILES=' parameter in your CONFIG.SYS file.
File Locking	A data protection scheme used by database management systems (DBMS) to preserve data integrity in a multi-user operating environment such as a local area network (LAN).
File Viewer	A program or utility used to view an ASCII text file.
Floppy Disk	A flexible, flat, circular mylar medium that magnetically records and provides access to stored data.
Hard Disk	A rigid magnetic disk storage system that provides faster access times, higher capacity and greater reliability than floppy disk systems.

Importing	To bring in data from an outside source. In the case of WinPLUS, this can be data in the form of a Lotus 1-2-3 spreadsheet, dBASE database or ASCII flat file.
Keyboard	An input device consisting of switches with marked key-tops that, when pressed manually, generate a code representing individual characters.
Level	A natural or proper position, place or stage.
LHarc	A public domain software utility for data compression. This allows the user to store more data in the same available disk space. Data compression is achieved by eliminating gaps, redundancies, unnecessary data and/or empty fields.
Macros	A frequently used set of predefined instructions or keystrokes designed to perform a specific function or purpose.
Main Menu	The primary list of options presented on the display screen.
Master File	The database file (DBF) used by DECPLUS to create a multi-State data file for use in table generation.
Main Memory	Immediately accessible memory for programs and data storage. This normally includes ROM and RAM, but excludes mass storage devices such as disk drives, etc.
Megabyte (MB)	1,048,576 bytes, or $2^{20}$ bytes. The capacity of a personal computer's memory or hard disk is typically measured in megabytes.
Menu	Any list of options presented on the display screen.
Monitor	A video monitor is a display unit used for computer applications that resembles a TV, but does not have a speaker or apparatus for detecting UHF/VHF frequencies.
Output	Any information produced by a computer from a given input.
Partition	The way DOS "breaks up" a hard disk into different "pieces" for easier organization or to accommodate different operating systems.
PC	A personal computer is a moderately priced computer. A "PC" commonly refers an IBM or compatible machine, but the broad definition can apply to Apple, Kaypro CP/M's, etc.
Peripherals	Any input, secondary or output device connected to the processing or system unit which allow the user to enter commands or data into and retrieve data from the computer.
Printer	An output device for producing hard copy, usually onto paper.
Program	A sequence of instructions given to the computer to perform specific functions or tasks. Programs are also referred to as "software".
Prompt	A message, instruction, or question generated by the computer.
RAM	Acronym for "Random Access Memory". This memory storage area for programs and data is immediately accessible to and directly addressable by the central processing unit (CPU). Data can be read from or written into RAM memory location, and the location can be reached via random access. Normally, all user programs

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	are in RAM. RAM differs from ROM (read-only memory) in that RAM is volatile, can be altered and programs written in, while ROM is non-volatile and can not be written to.
Record	A group of related fields of information treated as a unit for organizational purposes. A record is usually one of many within a particular data file.
Resident Program	Also known as a "memory resident program" or TSR. See TSR.
ROM	Acronym for "Read-only Memory". This is non-volatile (i.e., it is retained even with the power off) memory and can only be "read", not be written to.
Runtime	A runtime is a limited version of a software distributed under license for use with a particular application only.
Screen	This usually refers to the display of the computer.
Scroll	To advance, or go back, a specified number of lines in a data file currently on the screen.
Scroll bar	A horizontal or vertical indicator on the screen showing the relative position of the current screen with respect to the overall picture.
Self-extracting	A program created so that when executed, it creates from itself one or more smaller program and/or data files which have been previously compressed inside the program. This is done to save valuable disk space and simplify installation procedures.
Software	Programs that tell the computer what operations to perform. Contrast with hardware.
Subdirectory	The secondary, sub-list of all files, which is itself a file, on a computer storage medium for the user's easy reference.
Text File	See ASCII file.
TSR	Acronym for Terminate and Stay Resident (TSR). Unlike standard DOS applications, these are programs that are written to remain in memory until explicitly removed. Because they stay in memory, they can be re-activated by a pre-defined keystroke at any time, even while another program is active—frequently causing conflicts.
Uncompress files	To extract one or more individual files from a single condensed archive file.
Window	An isolated portion of a screen that may be used to display information independently of the rest of the screen display.

**Appendix K—FSCS Directory &  
Steering Committee State Assignment List**

**FSCS**

**FEDERAL-STATE COOPERATIVE SYSTEM**

**FOR PUBLIC LIBRARY DATA**

**November 2002**

**For changes regarding information in this directory, please contact  
Kim Miller at: Telephone: 202-606-9200, Fax: 202-606-9203  
E-mail: [kmiller@nclis.gov](mailto:kmiller@nclis.gov)**

**State Data Coordinators**

<b><u>STATE</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
ALABAMA	Fred Neighbors	334-213-3916	334-213-3993
ALASKA	Patience Frederiksen	800-776-6566	907-269-6580
ARIZONA	Jan Elliott	602-542-5841	602-364-2257
ARKANSAS	Carolyn Ashcraft	501-682-2862	501-682-1693
CALIFORNIA	Liz Gibson	916-653-6752	916-653-8443
COLORADO	Keith Curry Lance	303-866-6737	303-866-6940
CONNECTICUT	Joanne Turschman	860-566-2713	860-525-7645
DELAWARE	Despina (Debbie) Wilson	302-739-4748 x128	302-739-6787
DIST. OF COLUMBIA	Roxanna Deane	202-727-2936	202-727-1129
FLORIDA	Sondra Taylor-Furbee	850-245-6631	850-488-2746
GEORGIA	Susan Roberts	404-982-3566	404-982-3563
HAWAII	Betty Kingery	808-587-7444	808-586-3699
IDAHO	Frank Nelson	208-525-7211	208-525-7255
ILLINOIS	Patricia Norris	217-524-5867	217-782-1877
INDIANA	Edythe Huffman	317-232-3681	317-232-0002
IOWA	Gerry Rowland	515-281-7573	515-281-6191
KANSAS	Roy Bird	785-296-4105	785-368-7291
KENTUCKY	Jay Bank	502-564-8300 x263	502-564-5773
LOUISIANA	Gretchen Fairbanks	225-342-4931	225-342-3547
MAINE	Felicia Kennedy	207-287-5620	207-287-5624
MARYLAND	Michael Osborne	410-767-0437	410-333-2507
MASSACHUSETTS	Dianne Carty	617-267-9400	617-421-9833
MICHIGAN	Molly Dwyer	517-373-3828	517-373-5700
MINNESOTA	Bruce Pomerantz	651-582-88890	651-582-8731
MISSISSIPPI	Lynn Shurden	601-961-4068	601-354-4181
MISSOURI	Carolyn Baker	573-522-9564	573-751-3612



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**FSCS DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST**

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**State Data Coordinators—Continued**

<b><u>STATE</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
MONTANA	Darlene Staffeldt	406-444-5381	406-444-5612
NEBRASKA	Kit Keller	402-471-3216	402-471-2083
NEVADA	Holly Van Valkenburgh	775-684-3322	775-684-3311
NEW HAMPSHIRE	Sue Palmatier	603-788-0914	603-788-5125
NEW JERSEY	Robert Fortenbaugh	609-292-6282	609-984-7898
NEW MEXICO	Scott Sheldon	505-476-9765	505-476-9761
NEW YORK	Maria Hazapis	518-486-1330	518-486-5254
NORTH CAROLINA	Timothy Owens	919-733-2570	919-733-8748
NORTH DAKOTA	Sheryl Haldorson	701-328-3499	701-328-2040
OHIO	Darla Cottrill	614-466-1089	614-466-3584
OKLAHOMA	Jan Blakely	405-521-2502	405-525-7804
OREGON	Ann Reed	503-378-2112 x254	503-378-6439
PENNSYLVANIA	Matthew Kane	717-783-5743	717-787-2117
RHODE ISLAND	Ann Piascik	401-222-5776	401-222-4195
SOUTH CAROLINA	Libby Law	803-734-8666	803-734-8676
SOUTH DAKOTA	Dorothy Liegl	605-773-3131	605-773-6962
TENNESSEE	Shelley Fugitt	615-532-4601	615-532-9904
TEXAS	Wendy Clark	512-936-2236	512-463-8800
UTAH	Sandi Long	801-715-6741	801-715-6767
VERMONT	Marianne Kotch	802-828-2320	802-828-2199
VIRGINIA	Carol Adams	804-692-3774	804-692-3771
WASHINGTON	Karen Goettling	360-704-5205	360-586-7575
WEST VIRGINIA	J.D. Waggoner	304-558-2041	304-558-2044
WISCONSIN	Alan Zimmerman	608-266-3939	608-267-1052
WYOMING	Jill Rourke	307-777-5914	307-777-6289

**State Data Coordinators—Continued**

<b><u>OUTLYING AREAS</u></b>	<b><u>COORDINATOR</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
CNMI	Susan Becton (acting)	011-670-235-7322	011-670-235-7550
GUAM	Melissa Taijeron	011-671-475-4753	011-671-477-9777
PUERTO RICO	Olga Alvarez	787-754-1120	787-753-6945
REPUBLIC OF PALAU	Fermina Salvador U.S. Office	011-680-488-2973 202-452-6814	011-680-486-2830 202-452-6281
U.S. VIRGIN ISLANDS	Sharlene Harris	340-774-3407	340-775-1887

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## FSCS DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST

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### FSCS DIRECTORY STATE DATA COORDINATORS

#### ALABAMA

ALABAMA PUBLIC LIBRARY SERVICE  
6030 Monticello Drive  
Montgomery, AL 36130  
COORDINATOR: Fred Neighbors  
TELEPHONE: 334-213-3916  
FAX: 334-213-3993  
E-mail: fneighbors@apls.state.al.us

#### ALASKA

ALASKA STATE LIBRARY, ARCHIVES &  
MUSEUMS  
344 W. 3rd St., Suite 125  
Anchorage, AK 99501  
COORDINATOR: Patience Frederiksen  
TELEPHONE: 800-776-6566  
FAX: 907-269-6580  
E-mail: Patience\_Frederiksen@eed.state.ak.us

#### ARIZONA

DEPARTMENT OF LIBRARY, ARCHIVES  
AND PUBLIC RECORDS  
1100 West Washington; Suite 200  
Phoenix, AZ 85007-2935  
COORDINATOR: Jan Elliott  
TELEPHONE: 602-542-5841  
FAX: 602-256-6372  
E-mail: jaellio@dlapr.lib.az.us

#### ARKANSAS

ARKANSAS STATE LIBRARY  
One Capitol Mall, 5<sup>th</sup> Floor  
Little Rock, AR 72201  
COORDINATOR: Carolyn Ashcraft  
TELEPHONE: 501-682-2862  
FAX: 501-682-1693  
E-mail: cashcraf@asl.lib.ar.us

#### CALIFORNIA

CALIFORNIA STATE LIBRARY  
Library Dev. Services Bureau  
22 Axios River Court  
Sacramento, CA 95831  
COORDINATOR: Liz Gibson  
TELEPHONE: 916-653-6752  
FAX: 916-653-8443  
E-mail: lgibson@library.ca.gov

#### COLORADO

COLORADO STATE LIBRARY  
Library Research Service  
201 E. ColFax Avenue, Room 309  
Denver, CO 80203-1799  
COORDINATOR: Keith Curry Lance  
TELEPHONE: 303-866-6737  
FAX: 303-866-6940  
E-mail: lance\_k@cde.state.co.us

#### CONNECTICUT

CONNECTICUT STATE LIBRARY  
231 Capitol Avenue  
Hartford, CT 06106  
COORDINATOR: Joanne Turschman  
TELEPHONE: 860-566-2713  
FAX: 860-525-7645  
E-mail: jturschman@cslib.org

#### DELAWARE

DELAWARE DIVISION OF LIBRARIES  
43 S. DuPont Highway  
Dover, DE 19950  
COORDINATOR: Despina (Debbie) Wilson  
TELEPHONE: 302-739-4748 x128  
FAX: 302-739-6787  
E-mail: dwilson@lib.de.us

**DISTRICT OF COLUMBIA**

DISTRICT OF COLUMBIA PUBLIC LIBRARY  
901 G St., NW; Suite 400  
Washington, DC 20001  
COORDINATOR: Roxanne Deane  
TELEPHONE: 202-727-2936  
FAX: 202-727-1129  
E-mail: roxanna.deane@dc.gov

**FLORIDA**

STATE LIBRARY OF FLORIDA  
R.A. Gray Building  
500 S. Bronough Street  
Tallahassee, FL 32399-0250  
COORDINATOR: Sondra Taylor-Furbee  
TELEPHONE: 850-246-6631  
FAX: 850-488-2746  
E-mail: staylor-furbee@mail.dos.state.fl.us

**GEORGIA**

GEORGIA DEPARTMENT OF TECHNICAL  
& ADULT EDUCATION  
Office of Public Library Services  
1800 Century Place, Suite 150  
Atlanta, GA 30345-4304  
COORDINATOR: Susan Roberts  
TELEPHONE: 404-982-3566  
FAX: 404-982-3563  
E-mail: sroberts@state.lib.ga.us

**HAWAII**

HAWAII STATE LIBRARY SYSTEM  
State Librarian's Office  
465 South King Street, Room B-1  
Honolulu, HI 96813  
COORDINATOR: Betty Kingery  
TELEPHONE: 808-587-7444  
FAX: 808-586-3699  
E-mail: betty@lib.state.hi.us

**IDAHO**

IDAHO STATE LIBRARY  
Eastern Field Office  
457 Broadway; P.O. Box 50919  
Idaho Falls, ID 83402-3637  
COORDINATOR: Frank Nelson  
TELEPHONE: 208-525-7211  
FAX: 208-525-7255  
E-mail: fnelson@isl.state.id.us

**ILLINOIS**

ILLINOIS STATE LIBRARY  
300 S. Second St.  
Springfield, IL 62701-1796  
COORDINATOR: Pat Norris  
TELEPHONE: 217-524-5867  
FAX: 217-782-1877  
E-mail: pnorris@ilsos.net

**INDIANA**

INDIANA STATE LIBRARY  
140 N. Senate Ave.  
Indianapolis, IN 46204-2296  
COORDINATOR: Edythe Huffman  
TELEPHONE: 317-232-3681  
FAX: 317-232-0002  
E-mail: ehuffman@statelib.lib.in.us

**IOWA**

STATE LIBRARY OF IOWA  
East 12th and Grand  
Des Moines, IA 50319  
COORDINATOR: Gerry Rowland  
TELEPHONE: 515-281-7573  
FAX: 515-281-6191  
E-mail: gerryr@netins.net

**KANSAS**

KANSAS STATE LIBRARY  
300 SW 10<sup>th</sup> Avenue  
Room 343-N  
Topeka, KS 66612-1593  
COORDINATOR: Roy Bird  
TELEPHONE: 785-296-4105  
FAX: 785-368-7291  
E-mail: royb@kslib.info

**KENTUCKY**

KENTUCKY DEPARTMENT FOR  
LIBRARIES & ARCHIVES  
P.O. Box 537  
300 Coffee Tree Rd.  
Frankfort, KY 40602-0537  
COORDINATOR: Jay Bank  
TELEPHONE: 502-564-8300 x263  
FAX: 502-564-5773  
E-mail: jay.bank@kdla.net

## FSCS DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST

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### LOUISIANA

STATE LIBRARY OF LOUISIANA  
701 North 4<sup>th</sup> Street  
P.O. Box 131  
Baton Rouge, LA 70802-5232  
COORDINATOR: Gretchen Fairbanks  
TELEPHONE: 225-342-4931  
FAX: 225-342-3547  
E-mail: gfairban@pelican.state.lib.la.us

### MAINE

MAINE STATE LIBRARY  
State House Station 64  
Augusta, ME 04333  
COORDINATOR: Felicia Kennedy  
TELEPHONE: 207-287-5620  
FAX: 207-287-5624  
E-mail: felicia.kennedy@state.me.us

### MARYLAND

MARYLAND STATE DEPARTMENT  
OF EDUCATION  
Div. of Library Dev. & Services  
200 W. Baltimore St.  
Baltimore, MD 21201-2595  
COORDINATOR: Michael Osborne  
TELEPHONE: 410-767-0437  
FAX: 410-333-2507  
E-mail: mosborne@msde.state.md.us

### MASSACHUSETTS

MASSACHUSETTS BOARD OF  
LIBRARY COMMISSIONERS  
648 Beacon St.  
Boston, MA 02215  
COORDINATOR: Dianne Carty  
TELEPHONE: 617-267-9400  
FAX: 617-421-9833  
E-mail: dianne.carty@state.ma.us

### MICHIGAN

LIBRARY OF MICHIGAN  
717 West Allegan Street  
P. O. Box 30007  
Lansing, MI 48909-7507  
COORDINATOR: Molly Dwyer  
TELEPHONE: 517-373-3828  
FAX: 517-373-5700  
E-mail: mdwyer@michigan.gov

### MINNESOTA

OFFICE OF LIBRARY DEVELOPMENT &  
SERVICES  
1500 Highway 36 West  
Roseville, MN 55113-4266  
COORDINATOR: Bruce Pomerantz  
TELEPHONE: 651-582-8890  
FAX: 651-582-8731  
E-mail: bruce.pomerantz@state.mn.us

### MISSISSIPPI

MISSISSIPPI LIBRARY COMMISSION  
1221 Ellis Ave, P.O. Box 10700  
Jackson, MS 39209  
COORDINATOR: Lynn Shurden  
TELEPHONE: 601-961-4068  
FAX: 601-354-4181  
E-mail: lynnsh@mlc.lib.ms.us

### MISSOURI

MISSOURI STATE LIBRARY  
State Information Center  
600 West Main, P.O. Box 387  
Jefferson City, MO 65102-0387  
COORDINATOR: Carolyn Baker  
TELEPHONE: 573-522-9564  
FAX: 573-751-3612  
E-mail: bakerc@sosmail.state.mo.us

### MONTANA

MONTANA STATE LIBRARY  
1515 E. 6th Ave.; P.O. Box 201800  
Helena, MT 59620-1800  
COORDINATOR: Darlene Staffeldt  
TELEPHONE: 406-444-5381  
FAX: 406-444-5612  
E-mail: dstaffeldt@state.mt.us

### NEBRASKA

NEBRASKA LIBRARY COMMISSION  
The Atrium; 1200 N Street; Suite 120  
Lincoln, NE 68508-2023  
COORDINATOR: Kathleen Keller  
TELEPHONE: 402-471-3216  
FAX: 402-471-2083  
E-mail: kkeller@nlc.state.ne.us

**NEVADA**

NEVADA STATE LIBRARY & ARCHIVES  
100 North Stewart Street  
Carson City, NV 89701-4285  
COORDINATOR: Holly Van Valkenburgh  
TELEPHONE: 775-684-3322  
FAX: 775-684-3311  
E-mail: hvanvalk@clan.lib.nv.us

**NEW HAMPSHIRE**

NEW HAMPSHIRE STATE LIBRARY  
North County Office  
244 Main Street  
Lancaster, NH 03584  
COORDINATOR: Sue Palmatier  
TELEPHONE: 603-788-0914  
FAX: 603-788-5125  
E-mail: spalmatier@finch.nhsl.lib.nh.us

**NEW JERSEY**

NEW JERSEY STATE LIBRARY  
185 W. State Street; P.O. Box 520  
Trenton, NJ 08625-0520  
COORDINATOR: Robert Fortenbaugh  
TELEPHONE: 609-292-7854  
FAX: 609-984-7898  
E-mail: rfortenbaugh@njstatelib.org

**NEW MEXICO**

NEW MEXICO STATE LIBRARY  
1209 Camino Carlos Rey  
Sante Fe, NM 87505-9860  
COORDINATOR: Scott Sheldon  
TELEPHONE: 505-476-9765  
FAX: 505-476-9761  
E-mail: lsheldon@stlib.state.nm.us

**NEW YORK**

NEW YORK STATE LIBRARY  
Div. of Library Development  
Cultural Education Center; Room 10B41  
Albany, NY 12230  
COORDINATOR: Maria Hazapis  
TELEPHONE: 518-486-1330  
FAX: 518-486-5254  
E-mail: mhazapis@mail.nysed.gov

**NORTH CAROLINA**

STATE LIBRARY OF NORTH CAROLINA  
4640 Mail Service Center  
109 E. Jones St.  
Raleigh, NC 27699-4640  
COORDINATOR: Timothy Owens  
TELEPHONE: 919-733-2570  
FAX: 919-733-8748  
E-mail: towens@library.dcr.state.nc.us

**NORTH DAKOTA**

NORTH DAKOTA STATE LIBRARY  
604 E. Boulevard Ave., Dept. 250  
Bismarck, ND 58505-0800  
COORDINATOR: Sheryl Haldorson  
TELEPHONE: 701-328-3499  
FAX: 701-328-2040  
E-mail: shaldors@state.nd.us

**OHIO**

STATE LIBRARY OF OHIO  
274 E. First Avenue  
Columbus, OH 43201  
COORDINATOR: Darla Cottrill  
TELEPHONE: 614-466-1089  
FAX: 614-466-3584  
E-mail: dcottril@sloma.state.oh.us

**OKLAHOMA**

OKLAHOMA DEPARTMENT OF LIBRARIES  
200 NE 18th St.  
Oklahoma City, OK 73105  
COORDINATOR: Jan Blakely  
TELEPHONE: 405-521-2502  
FAX: 405-525-7804  
E-mail: jblakely@oltn.odl.state.ok.us

**OREGON**

OREGON STATE LIBRARY  
Library Dev. Servs Div.; State Library Building  
250 Winter Street, NE  
Salem, OR 97310-0640  
COORDINATOR: Ann Reed  
TELEPHONE: 503-378-2112 x 254  
FAX: 503-378-6439  
E-mail: ann.reed@state.or.us

## FSCS DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST

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### **PENNSYLVANIA**

STATE LIBRARY OF PENNSYLVANIA  
Commonwealth Ave. & Walnut Street  
Box 1601; Room 221 Forum Building  
Harrisburg, PA 17105-1601  
COORDINATOR: Matt Kane  
TELEPHONE: 717-783-5743  
FAX: 717-787-2117  
E-mail: mkane@state.pa.us

### **RHODE ISLAND**

RHODE ISLAND DEPARTMENT  
OF ADMINISTRATION  
Office of Library & Info. Services  
One Capitol Hill  
Providence, RI 02908  
COORDINATOR: Ann Piascik  
TELEPHONE: 401-222-5776  
FAX: 401-222-4195  
E-mail: annpk@gw.doa.state.ri.us

### **SOUTH CAROLINA**

SOUTH CAROLINA STATE LIBRARY  
1500 Senate St., P.O. Box 11469  
Columbia, SC 29211  
COORDINATOR: Libby Law  
TELEPHONE: 803-734-8666  
FAX: 803-734-8676  
E-mail: libby@leo.scsl.state.sc.us

### **SOUTH DAKOTA**

SOUTH DAKOTA STATE LIBRARY  
800 Governor's Dr.  
Pierre, SD 57501-2294  
COORDINATOR: Dorothy Liegl  
TELEPHONE: 605-773-3131  
FAX: 605-773-6962  
E-mail: dorothy.liegl@state.sd.us

### **TENNESSEE**

TENNESSEE STATE LIBRARY & ARCHIVES  
403 Seventh Ave. N  
North Nashville, TN 37243-0312  
COORDINATOR: Shelley Fugitt  
TELEPHONE: 615-532-4601  
FAX: 615-532-9904  
E-mail: Shelley.Fugitt@state.tn.us

### **TEXAS**

TEXAS STATE LIBRARY &  
ARCHIVES COMMISSION  
1201 Brazos Street, Box 12927  
Austin, TX 78711-2927  
COORDINATOR: Wendy Clark  
TELEPHONE: 512-936-2236  
FAX: 512-463-8800  
E-mail: wendy.clark@tsl.state.tx.us

### **UTAH**

STATE LIBRARY DIVISION  
250 N 1950 W; Suite A  
Salt Lake City, UT 84116-7901  
COORDINATOR: Sandi Long  
TELEPHONE: 801-715-6741  
FAX: 801-715-6767  
E-mail: sklong@utah.gov

### **VERMONT**

VERMONT DEPARTMENT OF LIBRARIES  
Midstate Regional Library (use this address)  
578 Paine Turnpike N.  
Berlin, VT 05602  
COORDINATOR: Marianne Kotch  
TELEPHONE: 802-828-2320  
FAX: 802-828-2199  
E-mail: Marianne.kotch@dol.state.vt.us

### **VIRGINIA**

LIBRARY OF VIRGINIA  
800 East Broad Street  
Richmond, VA 23219-8000  
COORDINATOR: Carol Adams  
TELEPHONE: 804-692-3774  
FAX: 804-692-3771  
E-mail: cadams@lva.lib.va.us

### **WASHINGTON**

WASHINGTON STATE LIBRARY  
415 15<sup>th</sup> Avenue, SW; P.O. Box 42460  
Olympia, WA 98504-2460  
COORDINATOR: Karen Goettling  
TELEPHONE: 360-704-5205  
FAX: 360-586-7575  
E-mail: kgoettling@secstate.wa.gov

**WEST VIRGINIA**

WEST VIRGINIA LIBRARY COMMISSION  
1900 Kanawha Blvd. East  
Charleston, WV 25305-0620  
COORDINATOR: J.D. Waggoner  
TELEPHONE: 304-558-2041  
FAX: 304-558-2044  
E-mail: waggoner@wvlc.lib.wv.us

**WISCONSIN**

WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION  
125 S. Webster St., P.O. Box 7841  
Madison, WI 53707-7241  
COORDINATOR: Alan Zimmerman  
TELEPHONE: 608-266-3939  
FAX: 608-267-1052  
E-mail: alan.zimmerman@dpi.state.wi.us

**WYOMING**

WYOMING STATE LIBRARY  
Supreme Court & State Library Building  
2301 Capitol Avenue  
Cheyenne, WY 82002-0650  
COORDINATOR: Jill Rourke  
TELEPHONE: 307-777-5914  
800-264-1281 opt. 4,1,1  
FAX: 307-777-6289  
E-mail: jrourek@state.wy.us

**OUTLYING AREAS:****COMMONWEALTH OF THE NORTHERN  
MARIANA ISLANDS (CNMI)**

Joeten-Kiyu Public Library  
P.O. Box 1092  
Saipan, MP 96950 USA  
COORDINATOR: Susan Becton  
TELEPHONE: 011-670-235-7322  
FAX: 011-670-235-7550  
E-mail: jkplibrary@saipan.com

**GUAM**

NIEVES M. FLORES MEMORIAL LIBRARY  
254 Martyr Street  
Agana, Guam 96910  
COORDINATOR: Melissa Taijeron  
TELEPHONE: 011-671-475-4753  
FAX: 011-671-477-9777  
E-mail: gpls.stats@mail.gov.gu

**PUERTO RICO**

DEPARTMENT OF EDUCATION  
Library and Information Services Program  
P.O. Box 190759  
San Juan, PR 00919-0759  
COORDINATOR: Olga Alvarez  
TELEPHONE: 787-754-1120  
FAX: 787-753-6945  
E-mail: alvarez\_o@de.gobierno.pr

**REPUBLIC OF PALAU**

PALAU PUBLIC LIBRARY  
Ministry of Education  
P.O. Box 189  
Koror, Palau 96940  
COORDINATOR: Fermina Salvador  
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## FSCS DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST

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### FSCS DIRECTORY STATE LIBRARY AGENCY WEB SITES

Alabama	<a href="http://www.avl.lib.al.us/">http://www.avl.lib.al.us/</a>
Alaska	<a href="http://www.library.state.ak.us/">http://www.library.state.ak.us/</a>
Arizona	<a href="http://dlapr.lib.az.us/">http://dlapr.lib.az.us/</a>
Arkansas	<a href="http://www.asl.lib.ar.us/">http://www.asl.lib.ar.us/</a>
California	<a href="http://www.library.ca.gov/">http://www.library.ca.gov/</a>
Colorado	<a href="http://www.cde.state.co.us/#libraries">http://www.cde.state.co.us/#libraries</a>
Connecticut	<a href="http://www.cslib.org">http://www.cslib.org</a>
Delaware	<a href="http://www.lib.de.us">http://www.lib.de.us</a>
Dist. of Columbia	<a href="http://www.dclibrary.org">http://www.dclibrary.org</a>
Florida	<a href="http://dlis.dos.state.fl.us/fgils">http://dlis.dos.state.fl.us/fgils</a>
Georgia	<a href="http://www.gpls.public.lib.ga.us/pls">http://www.gpls.public.lib.ga.us/pls</a>
Hawaii	<a href="http://www.hcc.hawaii.edu/hspls/hsplshp.html">http://www.hcc.hawaii.edu/hspls/hsplshp.html</a>
Idaho	<a href="http://www.lili.org/isl/">http://www.lili.org/isl/</a>
Illinois	<a href="http://www.cyberdriveillinois.com/library/isl/isl.html">http://www.cyberdriveillinois.com/library/isl/isl.html</a>
Indiana	<a href="http://www.statelib.lib.in.us/">http://www.statelib.lib.in.us/</a>
Iowa	<a href="http://www.silo.lib.ia.us/">http://www.silo.lib.ia.us/</a>
Kansas	<a href="http://skyways.lib.ks.us/kansas/">http://skyways.lib.ks.us/kansas/</a>
Kentucky	<a href="http://www.kdla.state.ky.us/">http://www.kdla.state.ky.us/</a>
Louisiana	<a href="http://www.state.lib.la.us/statelib.htm">http://www.state.lib.la.us/statelib.htm</a>
Maine	<a href="http://www.state.me.us/msl/mslhome.htm">http://www.state.me.us/msl/mslhome.htm</a>
Maryland	<a href="http://www.sailor.lib.md.us/">http://www.sailor.lib.md.us/</a>
Massachusetts	<a href="http://www.state.ma.us/">http://www.state.ma.us/</a>
Michigan	<a href="http://www.libofmich.lib.mi.us">http://www.libofmich.lib.mi.us</a>
Minnesota	<a href="http://cfl.state.mn.us/library/">http://cfl.state.mn.us/library/</a>
Mississippi	<a href="http://www.mlc.lib.ms.us/">http://www.mlc.lib.ms.us/</a>
Missouri	<a href="http://mosl.sos.state.mo.us/lib-ser/libser.html">http://mosl.sos.state.mo.us/lib-ser/libser.html</a>
Montana	<a href="http://msl.state.mt.us/">http://msl.state.mt.us/</a>
Nebraska	<a href="http://www.nlc.state.ne.us/">http://www.nlc.state.ne.us/</a>
Nevada	<a href="http://www.clan.lib.nv.us/">http://www.clan.lib.nv.us/</a>
New Hampshire	<a href="http://www.state.nh.us/nhsl/index.html">http://www.state.nh.us/nhsl/index.html</a>
New Jersey	<a href="http://www.njstatelib.org/">http://www.njstatelib.org/</a>
New Mexico	<a href="http://www.stlib.state.nm.us/">http://www.stlib.state.nm.us/</a>
New York	<a href="http://www.nysl.nysed.gov/">http://www.nysl.nysed.gov/</a>
North Carolina	<a href="http://statelibrary.dcr.state.nc.us/NCSLHOME.HTM">http://statelibrary.dcr.state.nc.us/NCSLHOME.HTM</a>
North Dakota	<a href="http://ndsl.lib.state.nd.us/">http://ndsl.lib.state.nd.us/</a>
Ohio	<a href="http://winslo.state.oh.us/">http://winslo.state.oh.us/</a>
Oklahoma	<a href="http://www.odl.state.ok.us/">http://www.odl.state.ok.us/</a>
Oregon	<a href="http://www.osl.state.or.us/home/">http://www.osl.state.or.us/home/</a>
Pennsylvania	<a href="http://www.statelibrary.state.pa.us/">http://www.statelibrary.state.pa.us/</a>
Rhode Island	<a href="http://www.olis.state.ri.us/">http://www.olis.state.ri.us/</a>

**STATE LIBRARY AGENCY WEB SITES—Continued**

Vermont	<a href="http://dol.state.vt.us">http://dol.state.vt.us</a>
Virginia	<a href="http://www.lva.lib.va.us">http://www.lva.lib.va.us</a>
Washington	<a href="http://www.statelib.wa.gov/">http://www.statelib.wa.gov/</a>
West Virginia	<a href="http://129.71.160.4/">http://129.71.160.4/</a>
Wisconsin	<a href="http://www.dpi.state.wi.us/dlcl/">http://www.dpi.state.wi.us/dlcl/</a>
Wyoming	<a href="http://www-wsl.state.wy.us">http://www-wsl.state.wy.us</a>

**Outlying areas:**

CNMI	<a href="http://www.saipan.com/gov/library">http://www.saipan.com/gov/library</a>
Virgin Islands	<a href="http://www.library.gov.vi/">http://www.library.gov.vi/</a>

A listing of these web sites can be accessed from the Wisconsin State Library web site address, the Delaware State Library web site address, COSLA web site <<http://www.cosla.org/>>, or the NCLIS web site address <<http://www.nclis.gov/statsurv/surveys/stla/linksStLA/stliblst.html>>.

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## FSCS DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST

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**National Education Data Resource Center (NEDRC)**

The National Education Data Resource Center (NEDRC) helps customers obtain NCES reports and data files through the Internet. The NEDRC also responds to requests for special tabulations on library studies and surveys. These services are free of charge. Contact the NEDRC at 1900 N. Beauregard Street, Suite 200, Alexandria, VA 22311-1722; telephone 703-845-3151, Fax 703-820-7465, or email: [nedrc@pcci.com](mailto:nedrc@pcci.com).

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Darla Cottrill (OH)	Guam, CNMI (Northern Marianas), Virgin Islands, Palau, Puerto Rico
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MICHIGAN	Christie P. Brandau	517-373-5504	517-373-4480
MINNESOTA	Ken Hasledalen	651-582-8808	651-582-8725

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**FSCS DIRECTORY & STEERING COMMITTEE STATE ASSIGNMENT LIST**

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**CHIEF OFFICERS OF STATE LIBRARY AGENCIES—Continued**

<b><u>STATE</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
MISSISSIPPI	Sharman Smith	601-961-4039	601-354-6713
MISSOURI	Sara Parker	573-751-2751	573-751-3612
MONTANA	Karen Strege	406-444-3115	406-444-5612
NEBRASKA	Rod Wagner	402-471-4001	402-471-2083
NEVADA	Sara Jones	702-684-3315	702-684-3311
NEW HAMPSHIRE	Michael York	603-271-2397	603-271-6826
NEW JERSEY	Norma E. Blake	609-292-6200	609-292-2746
NEW MEXICO	Benjamin Wakashige	505-476-9762	505-476-9701
NEW YORK	Janet Welch	518-474-5930	518-486-2152
NORTH CAROLINA	Sandra Cooper	919-733-2570	919-733-8748
NORTH DAKOTA	Doris Ott	701-328-2492	701-328-2040
OHIO	Michael Lucas	614-644-6863	614-466-3584
OKLAHOMA	Susan McVey	405-521-2502	405-525-7804
OREGON	James Schepcke	503-378-4367	503-585-8059
PENNSYLVANIA	Gary D. Wolfe	717-787-2646	717-772-3265
RHODE ISLAND	Ann Parent	401-222-4444	401-222-4195
SOUTH CAROLINA	James B. Johnson, Jr.	803-734-8666	803-734-8676
SOUTH DAKOTA	Suzanne Miller	605-773-3131	605-773-4950
TENNESSEE	Edwin Gleaves	615-741-7996	615-741-6471
TEXAS	Peggy Rudd	512-463-5460	512-463-5436
UTAH	Amy Owen	801-715-6770	801-715-6767
VERMONT	Sybil Brigham McShane	802-828-3265	802-828-2199
VIRGINIA	Nolan T. Yelich	804-692-3535	804-692-3594
WASHINGTON	Jan Walsh, acting	360-753-2915	360-586-7575
WEST VIRGINIA	J.D. Waggoner	304-558-2041	304-558-2044
WISCONSIN	Calvin Potter	608-266-2205	608-267-1052
WYOMING	Lesley Boughton	307-777-7283	307-777-6289

**CHIEF OFFICERS OF STATE LIBRARY AGENCIES—Continued**

<b><u>U.S. TERRITORIES</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>TELEFAX</u></b>
AMERICAN SAMOA	Emma C. Penn	<b>011-684-633-1181/2</b>	
CNMI	Susan Becton	<b>011-670-235-7322</b>	<b>011-670-235-7550</b>
GUAM	Christine K. Scott-Smith	<b>011-671-475-4753</b>	<b>011-671-477-9777</b>
PUERTO RICO	Sandra Castro	809-759-2000 x3552	809-754-0843
REPUBLIC OF PALAU	Steve N. Umetaro Hersey Kyota ( <b>U.S. Office</b> )	<b>011-680-488-2952</b> 202-624-7793	<b>011-680-488-1465</b> 202-624-7795
U.S. VIRGIN ISLANDS	Sharlene Harris	340-774-3407	340-775-1887

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## Appendix L—FSCS Steering Committee By-Laws

### By-Laws, FSCS Steering Committee

December 1999

#### Purpose

To develop procedures regarding FSCS, including database specifications, output, analysis, and use of data, quality control and training, long range planning, and related matters.

#### Membership

The steering committee shall consist of five (5) State Data Coordinators (SDCs)<sup>1</sup> or other representatives designated by the state library agency (e.g., contractors, consultants) who are selected by state data coordinators at the annual business meeting. All terms shall be for three (3) years. Members can serve additional terms; but, must be off the committee for one (1) year between terms. In addition to the five (5) SDCs, ex-officio members shall include a representative of the Chief Officers of State Library Agencies (Chair of COSLA Research and Statistics Committee) and a representative of the U.S. National Commission on Libraries and Information Science (NCLIS), the FSCS coordinator at NCLIS, two (2) members of the National Center for Education Statistics (NCES) staff, the Director of the Office for Research and Statistics at the American Library Association (ALA), and others appointed contingent upon available funding.

Whenever possible decisions shall be reached by consensus. When voting is necessary, a majority of elected and ex-officio members present shall determine the outcome. When there is a matter that requires the representation of the views of all SDCs, the steering committee chair shall call for a vote of the five (5) elected members.

The Steering Committee (SC) shall serve as a nominating committee to draw up a slate of State Data Coordinator (SDC) nominees for elected positions on the SC that will become vacant due to the expiration of the term at the next annual meeting of the SDCs. Elections shall take place at the annual meeting of the SDCs. There shall be a minimum of two nominees per vacancy. The nominee(s) receiving the most votes shall fill the available vacancy(ies).

If a vacancy should occur before the expiration of the stipulated term, the SC shall also nominate a minimum of two SDCs for that seat. The SDC elected to fill a vacancy that occurred prior to the expiration of the term shall serve only the remainder of that term. This section does not prohibit the Chair of the SC from appointing an interim member to the SC who would serve until the next annual meeting. Newly-elected members of the SC shall begin their terms immediately after the conclusion of the annual meeting.

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<sup>1</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

### **Officers**

At the last meeting before the annual workshop, a Chair and Vice-Chair shall be elected by and from among the five (5) elected members. NCES shall designate or provide a secretary to record substantive actions of the committee and to provide draft minutes to the Committee members within 30 days of each meeting.

### **Meetings**

The Steering Committee shall hold at least three (3) meetings each calendar year. Other meetings may be called by NCES as needed for specific purposes. The FSCS Coordinator shall propose agendas to be reviewed and approved by NCES and members of the Steering Committee at least one month prior to each meeting. Each Steering Committee member shall receive a copy of the agenda at least one week prior to each meeting.

The elected members of the Steering Committee shall caucus at the beginning of the first day of each Steering Committee meeting. When discussion warrants, additional caucuses may be called by a majority of the elected members.

### **Sub-committees**

The Steering Committee may delegate responsibilities to sub-committees, as needed. Membership on sub-committees shall not be limited to Steering Committee members.

Standing sub-committees include: Data Collection, Data Elements, Data Use, and Training.

All sub-committees shall have charges to be reviewed annually.

Sub-committee members and chairs shall be appointed by the Chair of the Steering Committee contingent upon available funding. The Chair of the COSLA Research and Statistics Committee representative will be a permanent member of the Data Elements Sub-committee.

### **Committee Reports and Work Plan**

The outgoing Chair shall present a report of the Committee's activities in the past year to the SDCs at their annual meeting.

At the Steering Committee's last meeting before the annual SDC meeting, the committee shall adopt planned objectives and activities for the following calendar year. The incoming Chair shall present these objectives and activities at the annual meeting for adoption by a majority of the SDCs present at that meeting.

Other recommendations regarding FSCS, which are adopted by the majority of the SDCs at their annual meeting, shall be referred to the committee for deliberation and action. Committee actions, as recorded in FSCS memos, will be provided to all state data coordinators.

Proposed additions and conceptual changes to FSCS data elements are subject to the FSCS Policy and Procedures For Review of Data Elements.

### **Amendment**

These by-laws may be amended by a two-thirds vote of the SDCs at their annual meeting.



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## Appendix M—FSCS Policy and Procedures for Review of Data Elements

### FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA

#### POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS

Any changes to the existing data elements, additions of new data elements, or deletions of existing data elements should be undertaken only after careful consideration of:

- the burden placed on local public libraries and state libraries;  
(That is, to what extent are data available or how feasible is it to collect data?);
- the extent to which policy formulation and analysis, and decision-making would be improved or enhanced;
- the effect on other data elements; and
- the extent to which integration with other data elements is possible.

The Data Elements Subcommittee of the FSCS Steering Committee is responsible for:

1. ongoing review and analysis of existing data elements to determine whether a particular data element needs to be changed or deleted;
2. taking a proactive stance with respect to responding to a compelling need for the addition of a data element; and
3. limited editing of data elements and their definitions to correct grammar or spelling errors or to clarify meaning.

Although the Data Elements Subcommittee has a special mandate to review data elements, any State Data Coordinator<sup>2</sup> or member of the FSCS Steering Committee is eligible to propose that an FSCS data element be added, changed, or deleted.

#### THREE YEAR CYCLE

**The following schedule outlines a three-year cycle of procedures that should be followed as closely as possible in order to ensure thoughtful deliberation. Data elements edited by the Data Elements Subcommittee, as outlined in number three above, will not be subject to this schedule.**

This cycle is based on a “program year.” The term “program year” refers to the year beginning with the Annual Meeting and concluding the month prior to the next Annual Meeting. The Annual Meeting is held in December. There are at least three FSCS Steering Committee meetings per year (March, June and September). The first meeting of the Steering Committee is held at the conclusion of the Annual Meeting.

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<sup>2</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

### YEAR ONE

1. At the annual meeting of Data Coordinators, the proposed addition, change, or deletion should be identified.
2. The person(s) making the proposal shall submit it in writing to the Chair of the FSCS Steering Committee. The proposal should:
  - identify the proposed addition, change, or deletion;
  - identify unfamiliar methodologies for local libraries and also Data Coordinators;
  - provide a clear rationale for the proposed action; and
  - provide new or revised definitions, or a proposal to delete all or part of an existing definition.
3. Time will be allowed during the annual meeting of Data Coordinators to present proposals to the group for discussion.
4. The proposal must be endorsed by at least ten (10) Data Coordinators and forwarded to the FSCS Steering Committee before its first meeting of the following program year (held at the conclusion of the annual meeting). The Chair of the Data Elements Subcommittee will solicit issue papers in support of and in opposition to any proposed changes, additions, deletions from State Data Coordinators and Chair of the COSLA Research and Statistics Committee.
5. The Chair of the Data Elements Subcommittee will solicit comments in support of and in opposition to any proposed change, addition, or deletion from Data Coordinators and the Chair of the COSLA Research and Statistics Committee.
6. Between the Steering Committee's first and second meetings (December, March), NCES and Census staff will review the proposal and raise any issues that must be addressed at the second Steering Committee meeting.
7. The Steering Committee will fully discuss the proposal and the issues related to methodology, training, and impact on FSCS at its second meeting of the following program year. These issues include any raised by NCES and Census staff.
8. After the second Steering Committee meeting, NCLIS staff will send out a ballot on behalf of the Steering Committee to all State Data Coordinators. Included with the ballot will be any issue papers that have been submitted to the Steering Committee. Signatures on the ballot will be required from both the Data Coordinator and Chief Officer. Adoption of a proposal will be determined by the majority of the ballots cast by the Data Coordinators submitting data that is accepted and published. Robert's Rules of Order will be used by the FSCS Data Elements Subcommittee.
9. By April 15, a record of the ballot results will be sent to all Data Coordinators and Chief Officers and posted on the NCLIS website. Census will revise data collection software to reflect new/revised/omitted data elements and definitions.
10. By May 1, the OMB approval package will be submitted by NCES staff.
11. At the third Steering Committee meeting, new and revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators. State Data Coordinators will alert local public libraries to the change so that the local data collection and reporting effort can reflect the change. Questions about definitions and issues of interpretation will be referred to the Data Elements Subcommittee usually via the PLRSNet and COSLA listserv. Use of the COSLA listserv is at the discretion of Chair of the COSLA Research and Statistics Committee.
12. By September 1, NCES will have obtained OMB clearance.

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## **FSCS POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS**

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13. At its fourth Steering Committee meeting, the committee will address new and revised elements in planning for the next annual conference.

14. By November 15, the WinPLUS software will be released via the Web and Data Coordinators will be notified of its availability.

15. At the annual conference (December), training on new and revised data elements will be provided.

### **YEAR TWO**

1. State Data Coordinators will receive training related to any new or revised data elements at the annual meeting.

2. A new or revised data element will be reported on a trial basis by any State Data Coordinator able to do so. Trial data will be electronically released but not published.

3. The Steering Committee will review trial data at its third and fourth meetings (September, December). Any issues identified in this review related to new or revised data elements will be addressed in the training plan for the next annual meeting of the State Data Coordinators.

### **YEAR THREE**

**The added or changed data element will be reported in the annual data submission and will be electronically released and published.**

**Revised 9/25/01**



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## Appendix N—Job Description of State Data Coordinator

### JOB DESCRIPTION OF STATE DATA COORDINATOR<sup>3</sup>

Once data coordinators are appointed, or as data coordinators function within their agency, they are often asked for a description of their function as a state data coordinator for the Federal State Cooperative System for Public Library Data (FSCS). The following description is a generic one in order to apply to all state data coordinators. Appointed by the State Librarian, the State Data Coordinator maintains a close relationship with the Chief Officer of the State Library Agency, keeping that person informed on FSCS.

#### DUTIES AND RESPONSIBILITIES:

Strengthens the liaison and fosters the cooperation between the federal and state governments;

Designs form for collection of data from local libraries, including FSCS data elements and definitions and data elements needed for Library Services and Technology Act (LSTA) evaluation, as well as additional data elements and definitions for collection of data used by the State Library;

Coordinates statistical needs with the LSTA coordinator at the state library agency;

Revises form, introducing new or revised data elements, as necessary;

Pretests/evaluates form to ensure that instructions and format work for the local libraries;

Educates and trains staff of local libraries in methods of completing forms;

Sends the form, definitions, and instructions to local libraries, allowing ample time for them to complete the form;

Answers questions about the form from local libraries;

Utilizes any appropriate and available methods to obtain high quality information from local libraries;

Collects data from all public libraries in state;

Reviews completed forms, whether they are submitted on paper, on diskette, or via modem, for obvious errors, making note of errors trends;

Determines the software and hardware necessary to complete accurate data entry in the following manner: relatively quick; accurate; easily learned and supervised; compatible with FSCS software; allows for use in publishing state statistics;

Assures that the person who is charged with data entry has ample training on use of the hardware and software (Data Coordinator should have at least a general knowledge of the software and hardware, as well);

Supervises the data entry and/or performs data entry;

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<sup>3</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

Edits the data;

Supervises downloading of data into FSCS software;

Ensures that State Librarian has signed letter of submittal to the National Center for Education Statistics (NCES);

Submits data to NCES before the established deadline, including letter of explanation of edit checks, if appropriate;

Communicates information about the FSCS program and state statistics to staff at the state library agency as well as staff throughout the state;

Participates in Annual FSCS Training Workshop;

Participates in FSCS meetings (when scheduled) at the annual and midwinter conferences of the American Library Association;

Serves as a voting member of the Steering Committee when elected by the SDCs at the annual training workshop;

As the state data coordinator, participates with other coordinators in an advisory group function;

As a member of the state data coordinator group, votes on definitions of data elements and utilizes the definitions approved by the group;

Promotes the use of national statistics generated by FSCS as good data to plan budgets and legislation, to develop standards, to make the value of libraries known to those served by libraries and to those that provide resources to them;

Submits proposals for adding, changing or deleting data elements, using the procedures outlined in Policy and Procedures for Review of Data Elements;

Responds to and interprets the national library data.

**Revised 12/8/99 by the FSCS Steering Committee**

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## Appendix O—FSCS Steering Committee Objectives

### FSCS Steering Committee Objectives

- Support the Objectives of the Subcommittees.
- Evaluate the Annual Professional Development Conference.
- Encourage web-based data collection projects in individual states.
- Provide technical assistance for timely submission of FSCS data.
- Ongoing review of By-Laws, Policies and Procedures.
- Help maintain open communication and encourage coordination between NCES, NCLIS, IMLS, Census, COSLA, ALA and State Data Coordinators.
- Address comments and suggestions made at the annual Professional Development Conference.
- Encourage the timely release of Data.





## Appendix P—FSCS Subcommittee Objectives

### Subcommittee Objectives:

#### **Data Collection Subcommittee:**

- Stay on the leading edge of technology with the further development of WinPlus.
- Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State and Federal level.
- Facilitate timely release of public library data.
- Examine vital statistics elements.
- Update edit checks.
- Encourage the development of historical tracking (vital statistics – births, deaths, marriages, divorces), and establish a data collection via Web task force.

#### **Data Elements Subcommittee:**

- Evaluate and Implement Revised Policy and Procedures for Review of Data Elements.
- Continue discussion of electronic data output measures.
- Continue discussion of capital/fiscal data element.
- Continue to review data elements.
- Solicit new data elements.
- Implement new data elements.

#### **Data Use Subcommittee:**

- Promote awareness and use of NCES WEB Based Tools.
- Offer to serve and serve in an advisory role to any and all known FSCS data users - academic, non-profit or commercial.
- Monitor use of FSCS data, identify exemplary uses, and select Eckard award winners.
- Advise NCES on projects involving use of FSCS data.
- Plan and organize data use sessions for the Annual FSCS Professional Development Conference.
- Monitor web usage data on the web site.

#### **Data Conference Subcommittee:**

- Identify State Data Coordinator training needs.
- Plan the annual FSCS Professional Development Conference (December 2002).
- Select time and place for the 2003 FSCS Professional Development Conference.
- Review need for specialized training for interested SDCs and others.
- The dates for the (FY 2002) Professional Development Conference is December 8-11, 2002.

Amended March 2002



## Appendix Q—Standard Abbreviations for WinPLUS

(Use Only if Data Exceed Field Length)

Administrative/Administration	Adm	Municipal	Mun
American	Amer	Museum	Mus
Association	Assn	National	Natl
Avenue	Ave	Park	Pk
Board	Bd	Parkway	Pkwy
Bookmobile	Bkmob	People's	Peop
Branch	Br	Public	P
Building	Bldg	Public Library(ies)	PL(s)
Bureau	Bur	Reading	Rdng
Center	Ctr	Reference	Ref
Central	Ctrl	Region	Rgn
Circle	Cir	Regional	Rgnl
Circulation, Circulating	Circ	Reorganized, Reorganization	Reorg
Committee	Com	Research	Res
Community	Cmnty	Room(s)	Rm(s)
Consolidated	Consol	Route	Rt
Cooperative, Cooperating	Coop	Saint, Street	St
County	Cnty	School(s)	Sch(s)
Court	Ct	Service(s)	Serv
Department, Departmental	Dept	Society	Soc
District	Dist	Supervisor, Supervisory	Supv
Division, Divisional	Div	System(s)	Sys
Extension	Ext	Terrace	Terr
Federal	Fed	Township	Twp
Fort	Ft	Trail, Trustee	Tr
Foundation	Fdn	University	Univ
Free	Fr		
General Delivery	Gen Del		
Headquarters	Hq		
Highway	Hwy		
Information	Inf		
Interlibrary	IL		
Interlibrary Loan	ILL		
Joint	Jt		
Library District	LD		
Library(ies)	L(s)		
Memorial	Mem		
Metropolitan	Metro		
Mount	Mt		
Mountain	Mtn		

